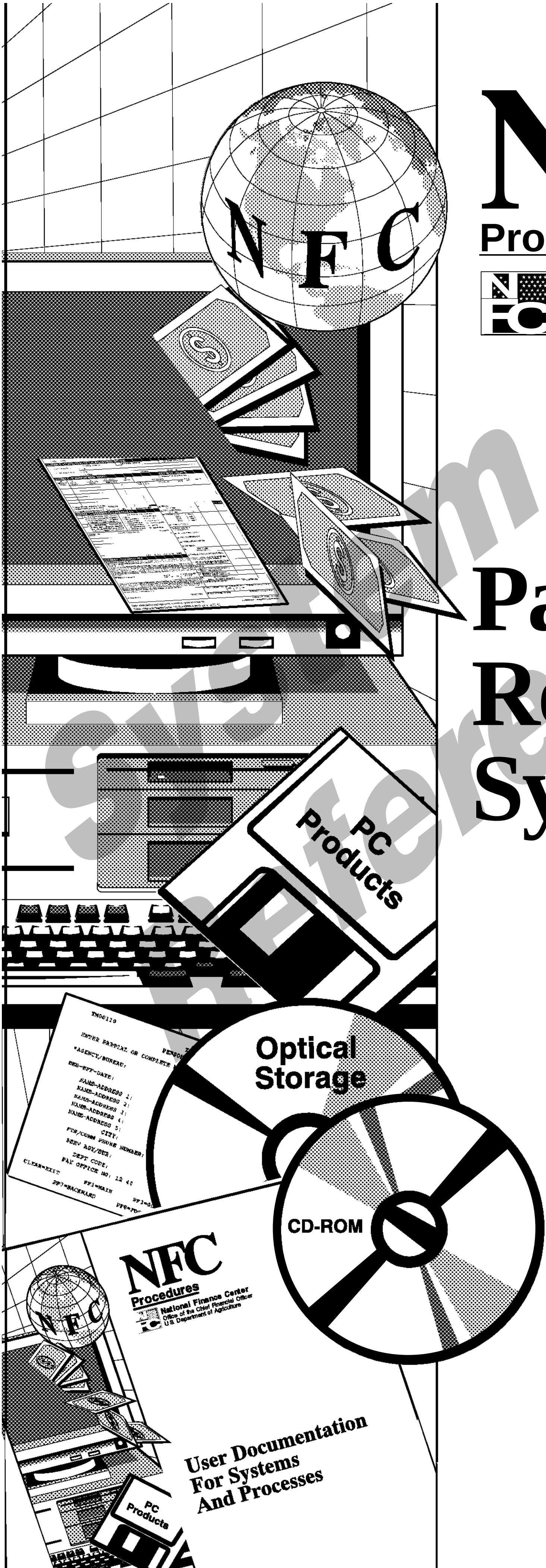

NFC

Procedures

National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

Updated October 21, 2003

Payroll/Personnel Remote Entry System (PRES)

TITLE I
Payroll/Personnel Manual

CHAPTER 5
Payroll/Personnel Remote Entry System (PRES)

Latest Update Information

Title I, Bulletin 03-9, Entering The Names Of Family Members When Federal Employees Health Benefits (FEHB) Program Documents Are Processed, dated October 21, 2003, notified agencies of a change in how the names of family members are entered when FEHB documents are processed. This change is in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

Listed below is a summary of the change to the PRES procedure:

Description of Change	Page
Updates the instructions for the Name(s) Of Family Members field to comply with HIPAA.	66

Changes in the text are identified by “►◄”.

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About This Procedure

This procedure provides instructions for accessing and operating the Payroll/Personnel Remote Entry System (PRES). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

System Overview describes what the system is used for and provides related background information.

System Access provides access security information and instructions for accessing the system.

Operating Features describes the system's design and how to use its operating features.

The PRES Menu gives instructions for selecting a specific document type. Instructions for the PRES Menu describe how to select (1) the specific document type to be entered and (2) the function. Instructions for each **document type** are provided under a separate heading. The PRES Menu and input screens are presented as figures within the text.

The **Appendixes** section contains reference information, such as form numbers that relate to the specific document type, and PRES edit messages.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

All bulletins issued for this procedure after January 1, 1998, will be available on the Internet at the NFC home page (www.nfc.usda.gov).

What Conventions Are Used

This procedure uses the following visual aids:

- Messages displayed by the system are printed in *italics*. Example: The message *Document Successfully Deleted* is displayed.
- Field specifications are also printed in italics. Example **POI.** *(required, numeric field; 4 positions).* Key in the personnel office identifier code.
- For date fields, "(mmddyy)" means that you should key in the date in month/day/year order, using leading zeros for single-digit months and days. Example: Key in the effective date (mmddyy) of the AD-349 in month, day, and year sequence.
- Data that is system generated or that you must key in exactly as shown is printed in ***bold italics*** Example: Key in ***0001***.
- Emphasized text within a paragraph is printed in **bold**. Example: (***Y*** indicates an automatic deduction for a **lump sum payment in one pay period** for the total FEHB debt owed.)
- Figure, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a bold font as shown here. Example: The NFC Menu (**Figure 2**) is displayed.
- References to sections within the procedure are printed in bold as shown here. Example: See **DD/EFT For Net Pay** for additional information.
- Keyboard references are printed in brackets. Example: Press [Enter]. Press [PF6].
- Important extra information is identified as a note. Example: **Note:** The total percent for the G, F, and C Funds must equal 100 percent.

Who To Contact For Help

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about NFC processing, contact the Payroll/Personnel Operations Section at **504-255-4630** .

For access to PRES, contact your agency's ADP security officer.

For questions about the system (including help with unusual conditions), contact Customer Support personnel at **504-255-5230** or via e-mail at *customer .support@usda.gov*.

Refer questions about this bulletin to **504-255-5322** or via e-mail at *nfc.pvct@usda.gov*..

(reserved)

System Overview

This procedure provides instructions for accessing and operating the Payroll/Personnel Remote Entry System (PRES). PRES is an online remote data entry system of the National Finance Center (NFC).

PRES allows users to enter payroll documents (e.g., taxes, union dues, savings bonds) from remote terminals. The Personnel Edit Subsystem (PINE) edits these records and sends the initial data to one of the following: (1) the payroll/personnel database, (2) the Suspense Inquiry and Correction System (SINQ), or (3) the Future Inquiry System (FINQ).

PRES status reports are available upon request through the Report Generator System (CULPRPT) as stated below.

PRES interfaces with the following systems.

Table Management System (TMGT). TMGT contains valid values and descriptions for certain fields displayed on the payroll documents entered through PRES. The data fields in PRES are validated against TMGT (e.g., agency and personnel office identifier). When edits occur, users can verify the data against the valid data stored in TMGT. For detailed information, see the TMGT procedure.

TMGT Table 022 allows users to request the generation and printing of certain payroll/personnel reports automatically. This table is another method of routing the reports to a designated printer by submitting a one-time request on Form AD-962, Payroll/Personnel Document Reports Election Form.

Personnel Edit Subsystem (PINE). PINE performs edits on the payroll documents entered through PRES before they are applied to the payroll/personnel database. PINE processes personnel actions and payroll documents Monday through Friday of each week and on the first Saturday of the pay period, regardless of the effective pay period. (See the section on Payroll/Personnel Processing Cycle in Chapter 1, Payroll/Personnel System Overview.)

Documents that pass PINE edits with a current or prior effective pay period are sent to the Personnel Processing System (PEPL) to update the payroll/personnel database. Documents that are effective in future pay periods are placed in FINQ. Payroll documents that fail the PINE edits are placed in the Suspense Inquiry and Correction System (SINQ). PINE edit messages are contained in Title I, Chapter 10, Section 2, Personnel Edit Subsystem (PINE) Edit Messages.

Future Inquiry System (FINQ). FINQ allows users to view actions in the future file during the current processing pay period. Future documents that are successfully processed through PRES and PINE are applied to FINQ and are held until the effective processing pay period. Documents that fail the PINE edits are placed in SINQ. The actions held in FINQ are reedited through PINE every pay period, including the effective pay period. After being successfully reprocessed for the effective pay period, they are applied to the payroll/personnel database.

Suspense Inquiry and Correction System (SINQ). SINQ allows users to view and correct personnel actions and payroll documents in the SINQ database.

Payroll documents not successfully processed in PINE are placed in the SINQ database until errors are corrected, or deleted. An error suspense report can be produced through CULPRPT that identifies errors with a PINE edit message. The PINE edit messages, with requirements for corrective action, are described in Title I, Chapter 10, Section 2, Personnel Edit Subsystem (PINE) Edit Messages. After successful correction through SINQ, the payroll documents are returned to PINE, reprocessed, and depending upon the effective pay period, are applied to the payroll/personnel database or FINQ. An Override Code Chart is provided as an appendix in the SINQ procedure. For detailed information on documentation correction, see the SINQ procedure.

PEP51 Pullers for Payroll/Personnel Documents (PEP51). PEP51 is used to (1) delete from the payroll/personnel database, personnel actions that were applied in the current processing pay period and sent to SINQ, (2) delete, correct, or view documents in FINQ, or (3) hold current suspense documents for one pass only or indefinitely. For detailed information, see the PEP51 procedure.

Payroll/Personnel Inquiry System (PINQ). PINQ is used to verify the employee's pay and personnel data contained in the payroll/personnel database. The data displayed was entered through PACT, PRES, and various other systems. For detailed information, see the PINQ procedure.

Information/Research Inquiry System (IRIS). IRIS is used to verify the employee's pay and personnel data contained in the payroll/personnel database. The data displayed was entered through PACT, PRES, and various other systems. For detailed information, see the IRIS procedure.

Information/Research Inquiry System With Graphical User Interface (IRIS-GUI). IRIS-GUI provides IRIS users with an up-to-date interface that (1) presents data in a user-friendly, Windows-type format and (2) integrates and uniformly displays information from multiple environments, including personal computers (PC), local area networks, and midrange and mainframe systems. IRIS-GUI displays payroll/personnel information from the IRIS mainframe system. With IRIS-GUI, users can query and view IRIS mainframe data in the Windows environment on their PCs. For detailed information, see the IRIS-GUI procedure.

Statement of Earnings and Leave System (EARN). EARN provides users access to employees' Statement of Earnings and Leave (also referred to as an *E&L statement*). Users may view and print up to 26 pay periods of earnings and leave data, print an online copy of the E&L statement, and request an official copy of Form AD-334, Statement of Earnings and Leave. For detailed information, see the EARN procedure.

Payroll/Personnel Report Generator System (CULPRPT). CULPRPT is used to generate status reports of PRES documents. The reports are available in the following five formats using instructions in the CULPRPT procedure:

Report No.	Description
E0001	PACT/PRES - Status of Docs by SSN
E0002	PACT/PRES - Status of Docs by Form No.
E0003	PACT/PRES - Status of Docs by Status Code
E0004	PACT/PRES - Status of Docs by Effective PP
E0005	PACT/PRES - Status of Docs by User-ID

Reports can also be produced on a recurring basis by using Table 022. For detailed information, see the TMGT procedure.

System Access

To access PRES, you must have authorized security clearance and use a terminal or personal computer that is connected to the mainframe computer. This section refers you to information on access security and gives specific sign-on/sign-off instructions.

Security And Remote Terminal Usage

PRES resides on a mainframe computer at the National Finance Center (NFC). To access the mainframe, use your telecommunications network (e.g., FTS2000, etc.). For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see Title VI, Systems Access Manual, Chapter 1, NFC/Agency Liaison and Security Access, and Chapter 2, Remote Site Usage.

Security Access

The following information describes the security environment at NFC.

Security Software. System security at NFC is managed by TOP SECRET, a commercial access control package operated in an IBM OS/390 environment. TOP SECRET provides protection for datasets, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilities through a three-step process as follows:

1. TOP SECRET validates the user ID to determine if he/she is authorized to use PRES. The user's logon access (user ID and password) is validated during the logon process.

2. TOP SECRET confirms that the user is authorized to use the requested facility.

3. TOP SECRET determines if the user is authorized to use the requested resources (*i.e., datasets, programs, transactions, database subschemas, Security Access Code (SAC), etc.).*

Validation Process. To facilitate user access to NFC maintained systems, significant interaction/interface among software packages is necessary to control access. This interaction is transparent to the user. The following steps occur during a sign-on to PRES.

1. The user is prompted to enter his/her user ID and password.

2. At the Application prompt, the user then keys in ***PRES***.

3. TOP SECRET validates the user ID, password, and access authorization to PRES.

4. Upon verification/validation of the user ID and password, the user is logged onto the NFC mainframe computer and into PRES.

5. IDMS security controls are then checked. The user must be established in the data dictionary (the user record name is the same as the accessor identification (ACID) name) in order to proceed.

6. The user is allowed to execute the PRES program which will perform his/her assigned function as long as his/her security access for the program match.

7. The TOP SECRET profiles are used to determine if the user can access the subschema where the data is stored. The TOP SECRET user's permissions are read to determine if access is allowed.

8. The SAC is used to verify if access is to be granted to a particular record. The primary SAC entry path is:

SAC:E1XXAABBBBCC, where XX=Department, AA=Servicing Agency, BBBB=Personnel Office Identifier (POI), CC=Agency Serviced

The SAC entry in the user's TOP SECRET profiles is read to determine if the access should be allowed.

Note: Steps 5 through 8 are transparent to the user.

Requests For PRES Access. Users **must** request access through their agency's security office. The request for access should provide the following information:

- User Name
- User Social Security Number (SSN)
- User ID
- Agency Name
- User Access Request Level
  - Payroll
  - Personnel
- Telephone Number
- Application Name (PRES)

Note: The access level requested for the user should be based on the individual's assigned work requirements and job functions.

Sign-On

To sign on, connect to your telecommunications network to display the NFC banner screen (**Figure 1**) on your terminal. Then respond to the prompts as follows:

1 **Enter User ID** *(required, alphanumeric field; max. of 8 positions)***.** Key in your assigned user ID (e.g., ***NF999***). Press [Tab].

2 **Password** *(required, alpha field; 6 to 8 positions)***.** Key in your password. Your password is not displayed on the screen. Press [Tab].

3 **New Password** *(alpha field; 6 to 8 positions)***.** If your current password expires, key in a new password. Press [Tab]. You may change your password any time but not more than once a day.

4 **Enter Application Name** *(required, alpha field; max. of 9 positions)***.** Key in ***PRES*** and press [Enter]. The PRES Menu is displayed, except when NFC needs to communicate special system function messages. In this case, the Electronic Access Bulletin Board screen is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 2**) is displayed. Press [Enter] again to display the PRES Menu.

Note: You may also select Option 8, Directives Bulletin Board, on the NFC Menu (**Figure 2**), to view additional payroll/personnel related messages. (Title VI, Systems Access Manual, Bulletin 94-1, Directives Bulletin Board, dated January 24, 1994.)

Instructions for using the PRES begin on page 11.

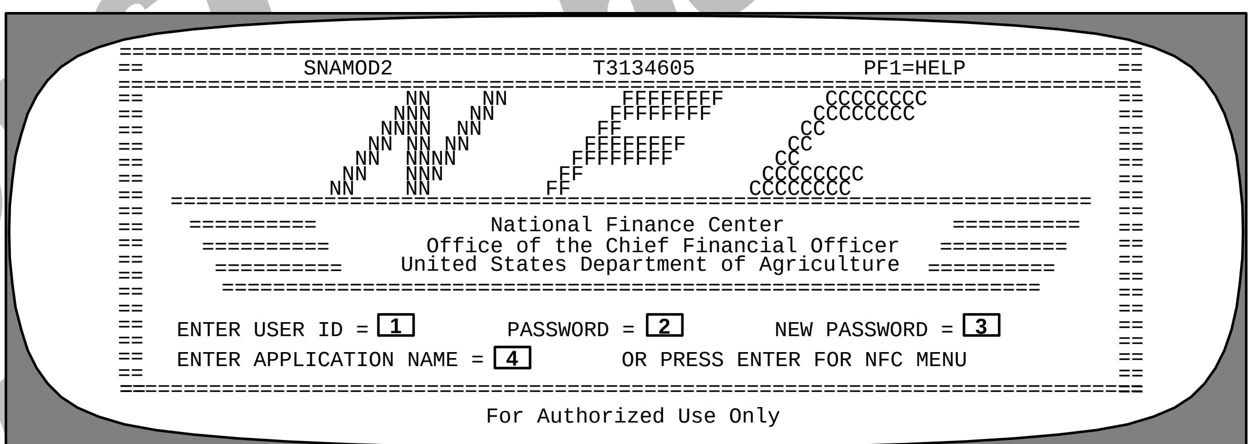


Figure 1. NFC Banner Screen

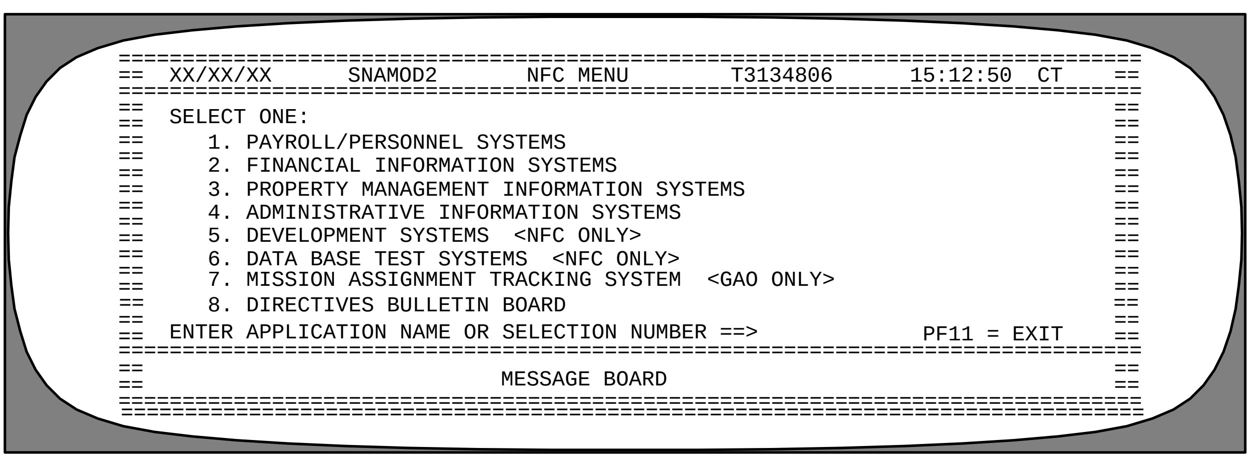


Figure 2. NFC Menu

Sign-Off

To exit PRES, press [Clear] at any screen. The Enter Next Task Code prompt (**Figure 3**) is displayed. Key in ***bye*** and press [Enter].

The NFC Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

Note: To avoid unnecessary charges, disconnect from your telecommunications network immediately after a session is terminated. (See Title VI, Chapter 2, Section 1, Remote Terminal Usage.)

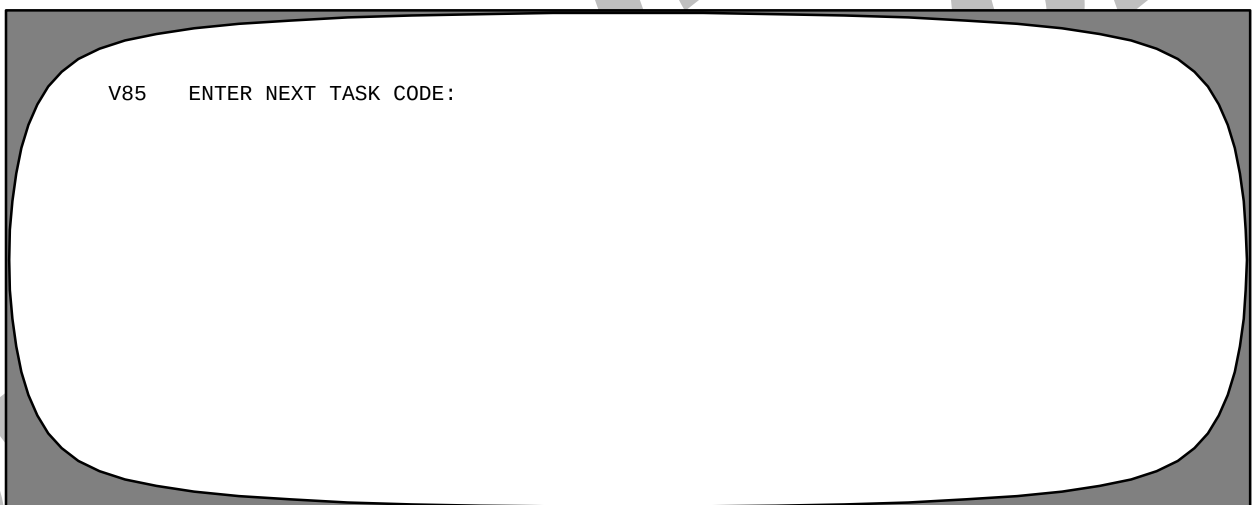


Figure 3. Enter Next Task Code Prompt

(reserved)

Operating Features

All payroll documents are entered through PRES. PRES allows users to add, change, view, and delete payroll documents within certain time frames. Completed and released documents are held in the PRES data base for one pay period. After processing is completed for the pay period, the documents are deleted.

Once a document has been successfully added, it resides on the PRES data base until the PINE process is executed. PINE runs every Monday through Friday and the first Saturday of each pay period. A document can be changed or deleted through PRES only if PINE has not yet processed the data. Therefore, changes should be done the same day the data is entered. After PINE processes, the payroll/personnel data base is updated and actions can only be corrected using PEP51.

In correcting certain payroll documents the system will retroactively adjust the late document change based on the effective pay period if within the current or past 25 pay periods.

After a document is processed by PINE an *X* is generated in the Status field on the PRES screen. This indicates that the document can no longer be changed or deleted through PRES; it can only be viewed.

PEP51 can be used to change or delete documents from the payroll/personnel data base that were applied in the current processing pay period; this must be done before PAYE has run (first Friday and Saturday after the pay period). For detailed information, see the **Pullers for Payroll/Personnel Documents (PEP51) procedure**.

Help Screens

Help screens are available for all entry fields displayed on the screens. To obtain a Help screen, position the cursor on the field in question and press [PF5]. The Help screen is displayed and provides a description of the field either in narrative format or by listing the valid entry codes. Press [Enter] to return to the previous screen.

System Edits

PRES performs edit and/or validity checks on entered data. If the data does not pass these edits, an edit message is displayed at the bottom of the screen. All data must be corrected before the data can be processed (see Appendix E, PRES Edit Messages).

Function Keys

Program Function (PF) keys are used to access PRES options. How these keys are identified depends on the equipment being used. Other function keys include [Enter], [Clear], and [Tab]. For detailed instructions on your equipment usage, see the appropriate manufacturer's operating guide. The functions of applicable PF keys are displayed at the bottom of each screen.

Function keys used in PRES are as follows:

Key	Functions
PF1	Used to display the PRES Menu.
PF2	Used in the Change and Delete functions to display Screen 2 for DP170.
PF5	Used to display Help screens.
PF6	Used in the Change, Query, and Delete functions to display the next document when more than one of the same document types has been entered for the same employee.
PF7	Used to display Screen 1 for DP031, DP120, and DP180.
PF8	Used to display Screen 2 for DP031, DP120, DP180, DP195, and display multiple help screens.
PF9	Used to display Screen 3 for DP180.
PF10	Used to generate the employee's name for the social security number entered in the SSNO field and refresh the screen (clears previously entered data excluding the key fields).
PF11	Used to position the cursor in the Next Document Type field.
PF12	Used to position the cursor in the Status field.

Home Used to position the cursor in the first entry field at the top of the screen.

Enter Used to process data.

Used to turn the pages on the PRES Menu.

Clear Used to display the Enter Next Task Code prompt.

Tab Used to move the cursor from one field to the next.

PRES Menu

After you access PRES, the Payroll/Personnel Remote Entry (PRES) Menu, Page 1 (**Figure 4**) is displayed. The PRES Menu consists of four pages (**Figures 4** through **7**) and lists payroll documents along with the document type, title, and form number.

For purposes of this procedure, the document types on the PRES Menu have been categorized by subject matter. There are nine sections in this procedure as follows:

- Taxes
- Thrift Savings Plan
- Address/Allotments
- Insurance
- Membership Dues
- U.S. Savings Bonds
- Performance Appraisals
- Leave
- Miscellaneous Data Elements

Instructions for the document types identified on the PRES Menu as "NFC Use Only" are not included in this procedure. These document types can only be accessed by the authorized NFC employees. NFC employees must refer to the internal procedure under Title I, Payroll/Personnel Manual, Chapter 1, for instructions on the "NFC Use Only" document types.

To select a document type, key in the document type number over the page number at the Document Type/Next Page field. If you do not know the document type number, press [Enter] to scroll through the menu, or key in a menu page number to display a specific menu page. Press [Enter].

The screen for the selected document type is displayed.

If you press [Clear] at any PRES screen, you can access a specific document type if you know the document type number. At the Enter Next Task Code prompt, key in ***DP*** and the applicable document type number *(3 alphanumeric positions)*. Press [Enter]. The selected document type screen is displayed.

Instructions for adding, changing, querying (viewing), and deleting each document type are provided in the following sections.

```
DP00001M      PAYROLL/PERSONNEL REMOTE ENTRY (PRES) MENU          PAGE 1 OF 4
                                                                  XX/XX/XX
DOCUMENT TYPE/NEXT PAGE    002             FOR AUTHORIZED USE ONLY

DOC. TYPE                  DOCUMENT TITLE                         FORM NO.

031       MASTER FILE CHANGE DOCUMENT                             NFC-74
054       LUMP SUM LEAVE PAYMENTS                                 AD-581
056       COMPENSATORY TIME PAYMENTS                              AD-581
063       PERSONNEL ACTION INPUT                                  SF-50
075       PERFORMANCE APPRAISAL                                   AD-435
083       EMPLOYEE UNION DUES MASS CHANGE                         SF-1187
084       DUES CHANGE BETWEEN LOCALS IN NATL LAB ORG              AD-356
085       CANCELLATION/REVOCATION OF EMP UNION DUES               AD-356A/SF-1188
086       AUTHORIZATION OF LABOR ORGANIZATION DUES                SF-1187
087       CANCELLATION OF EMPLOYEE ORG DUES      (NFC USE ONLY)   NFC-186
DC906039 ENTER DOCUMENT TYPE OR NEXT PAGE - PRESS ENTER
```

Figure 4. Payroll/Personnel Remote Entry (PRES) Menu, Page 1 of 4

```
DP00002M      PAYROLL/PERSONNEL REMOTE ENTRY (PRES) MENU          PAGE 2 OF 4
DOCUMENT TYPE/NEXT PAGE    003                                    XX/XX/XX

DOC. TYPE                  DOCUMENT TITLE                         FORM NO.
088       VOLUNTARY CHARITABLE CONTRIBUTIONS                      CFC-804
089       DEDUCTIONS DUE TO INDEBTEDNESS      (NFC USE ONLY)      NFC-69
095       DD/EFT FOR   FINANCIAL   ALLOTMENTS                     SF-1199A
096       DD/EFT FOR NET PAY                                      SF-1199A
097       TSP LOAN ALLOTMENT FORM                                 TSP-22
100       DISCRETIONARY ALLOTMENTS                                PRES-02
101       NON-FEDERAL HEALTH BENEFITS FORM                        PRES-03
102       NON-FEDERAL LIFE INSURANCE FORM                         PRES-04
103       NON-FEDERAL RETIREMENT BENEFITS FORM                    PRES-05
104       NON-FEDERAL THRIFT SAVINGS PLAN FORM                    PRES-06
110       INCENTIVE AWARDS                                        SF-50
120       MULTIELEMENT UPDATE DOCUMENT                            PRES-01
121       GAO LOCATOR INPUT SCREEN                                PRES-11

DC906039 ENTER DOCUMENT TYPE OR NEXT PAGE - PRESS ENTER
```

Figure 5. Payroll/Personnel Remote Entry (PRES) Menu, Page 2 of 4

```
DP00003M       PAYROLL/PERSONNEL REMOTE ENTRY (PRES) MENU          PAGE 3 OF 4
                                                                    XX/XX/XX
DOCUMENT TYPE/NEXT PAGE     004

DOC. TYPE                  DOCUMENT TITLE                           FORM NO.

122       USDA DEMONSTRATION PROJECT RECORD                         PRES-12
123       EDUCATION DOCUMENT                                        PRES-13
124       PROFESSIONAL CERTIFICATION DOCUMENT                       PRES-14
125       THRIFT SAVINGS PLAN ELECTION FORM                         TSP-1
126       THRIFT SAVINGS PLAN CATCH-UP ELECTION FORM                TSP-1-C
127       ALLOWANCES                                                PRES-07
128       SEVERANCE PAY                                             PRES-08
129       THRIFT SAVINGS PLAN COLLECTIONS       (NFC USE ONLY)      PRES-10
130       FEDERAL INCOME TAX CERTIFICATE                            W-4
131       EARNED INCOME CREDIT ADVANCE PAYMENT CERTIFICATE          W-5
140       STATE INCOME TAX CERTIFICATE                              AD-304
150       CITY INCOME TAX CERTIFICATE                               TFS-7311
151       COUNTY INCOME TAX CERTIFICATE                             TFS-7311
160       RECORD OF LEAVE DATA TRANSFERRED                          NFC-109A

DC906039 ENTER DOCUMENT TYPE OR NEXT PAGE - PRESS ENTER
```

Figure 6. Payroll/Personnel Remote Entry (PRES) Menu, Page 3 of 4

```
DP00004M       PAYROLL/PERSONNEL REMOTE ENTRY (PRES) MENU          PAGE 4 OF 4
                                                                    XX/XX/XX
DOCUMENT TYPE/NEXT PAGE     001

DOC. TYPE                  DOCUMENT TITLE                           FORM NO.

165       AUTHORIZATION FOR RESTORED ANNUAL LEAVE                   AD-582
170       SAVINGS BOND AUTH - NEW ALLOTMENT                         SBD2003
171       SAVINGS BOND AUTH - CHANGE DENOM/ALLOTMENT                SBD2003
172       SAVINGS BOND AUTH - CHG INSCRIPT/DENOM/ALLOT              SBD2003
173       SAVINGS BOND AUTH - CANCEL BOND                           SBD2003
174       SAVINGS BOND AUTH - CANCEL OWNER/COOWNER/BENEF            SBD2003
180       HEALTH BENEFITS REGISTRATION FORM                         SF-2809
181       CHANGE IN HEALTH BENEFITS ENROLLMENT                      SF-2810
185       FLEXFUND FLEXIBLE SPENDING ACCOUNT                        PRES-15
195       COURT ORDERED CHILD CARE OR ALIMONY DEDUCTION             AD-747
349       EMPLOYEE ADDRESS                                          AD-349
770       SES PERFORMANCE APPRAISAL                                 AD-770

DC906039 ENTER DOCUMENT TYPE OR NEXT PAGE - PRESS ENTER
```

Figure 7. Payroll/Personnel Remote Entry (PRES) Menu, Page 4 of 4

PRES Key Fields

Ten key fields and the status field are repeated on each PRES screen. The following instructions are the same for all document types.

Key Fields

The key fields at the top of each PRES screen are used to identify a specific input record. After a document is entered, the key fields retain and display the same information on the next document type screen. See (**Figure 8**) for an example of a key data element fields screen.

Use the following instructions to complete the key fields on all PRES screens.

1 **Oper Initials** *(required, alpha field; max. of 3 positions)***.** Key in your initials.

2 **Function** *(required, alpha field; 1 position)***.** Key in the applicable function to be performed. Valid values are ***A*** (add), ***C*** (change), ***D*** (delete), and ***Q*** (query).

3 **Dept/Agency Code** *(required, alphanumeric field; 4 positions: Dept=2, Ag=2*). Key in the department and agency code.

4 **POI** *(required, numeric field; 4 positions)***.** Key in the personnel office identifier code.

5 **SSNO** *(required, numeric field; 9 positions)***.** Key in the employee's social security number.

6 **Eff Pay Period** *(required, numeric field; 2 positions)***.** Key in the effective pay period for the document being processed.

7 **Pay Period Yr** *(required, numeric field; 2 positions)***.** Key in the last 2 digits of the year for the document being processed. This data may be the current year, 1 year prior, or 1 year future.

8 **Next Document Type** *(optional, alphanumeric field; 3 positions)***.** Key in the document code of the next document type to be entered. **Note:** After releasing the document, the requested screen is displayed.

Press [Enter].

Note: The employee's name is usually system generated from the employee-name database according to the social security number entered. However, the name is not displayed when the social security number (SSNO) is not located on the database or when the database is unavailable.

9 **Name Last** *(optional, alphanumeric field; max. of 17 positions)***.** This field is usually system generated. If the name is not displayed, key in the employee's last name.

10 **First** *(optional, alphanumeric field; max. of 12 positions)***.** This field is usually system generated. If the name is not displayed, key in the employee's first name.

11 **Middle** *(optional, alphanumeric field; max. of 12 positions)***.** This field is usually system generated. If the name is not displayed, key in the employee's middle name or initial.

```
  DP34901M          EMPLOYEE ADDRESS                              XX/XX/XX
 OPER INITIALS [1]      FUNCTION [2]
 DEPT/AGENCY CODE [3]           POI [4]          SSNO [5]
 EFF PAY PERIOD [6]      PAY PERIOD YR [7]       NEXT DOCUMENT TYPE [8]
CLR=EXIT    PF1=MENU    PF5=HELP    PF11=DOC TYPE     PF12=STATUS
*******************************************************************************
 NAME LAST [9]                     FIRST [10]               MIDDLE [11]
 EFFECTIVE DATE
 CURRENT RESIDENCE ADDRESS
  FIRST LINE STREET ADDRESS
  SECOND LINE STREET ADDRESS
  THIRD LINE STREET ADDRESS
  CITY CODE                 COUNTY CODE         STATE CODE        ZIP CODE

 CHECK MAILING ADDRESS OTHER THAN BANK
  FIRST LINE STREET ADDRESS
  SECOND LINE STREET ADDRESS
  CITY CODE         STATE CODE        ZIP CODE

 DESIGNATED AGENT CODE
                                                                  STATUS [12]
  DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 8. Example of key data element fields screen (Employee Address)

Status Field

The Status field is used to control the disposition of the document. This field is located at the bottom right corner of each PRES screen.

12 **Status** *(required, alpha field; 1 position)***.** Complete this field for the Add and Change functions only. Key in the applicable code (***R***, ***H***, or ***I***):

R **(Release).** Used to release a completed document to the Personnel Edit Subsystem (PINE).

H **(Hold/Edited).** Used to hold a document for up to 60 days. The document is edited and held in the PRES database until the status code is changed to ***R*** (release).

I **(Incomplete).** Used to hold an incomplete document for up to 60 days. The document may be partially completed and finalized at a later date. The document is held in the PRES database without being edited. To retrieve and complete the document, use the instructions under **Changing The Document Type** following this section. After completing the document, change the status code to ***R*** (release) or ***H*** (hold).

Note: Payroll documents in ***H*** or ***I*** status remain in the PRES database for only 60 days from the date of entry. After that time, the payroll document is deleted without any notification to the user. Therefore, it is important to check the PACT/PRES Status Reports daily and change the documents in ***H*** or ***I*** status to ***R*** for release to PINE. (See the **CULPRPT procedure** for additional information.

X **(Already Released to PINE).** This code is system generated after the document is released to PINE. If *X* displays in the Status field, the document cannot be changed or deleted through PRES. Corrections are made through SINQ, PEP51, or entry of a new document in PRES. After the pay period has processed, all documents in *X* status are deleted from the PRES database.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed at the bottom of the screen. If the data does not pass system edits, an edit message is displayed at the bottom of the screen. All data must be corrected before the PRES database is updated.

Data Verification

Several resources can be used for verifying data entered through PRES. Within each section, specific information is provided regarding the following resources. For detailed information about system resources, see the specific procedure.

Data verified in IRIS is referred to the specific IRIS program (e.g., IRIS Program 124, Address/Check Information).

Actions effective for prior, current, and future pay periods that do not pass the PINE edits are placed in SINQ. Therefore, these actions will not display in PINQ/IRIS until they are corrected and successfully pass the PINE edits. These actions are shown on the Listing of Personnel Error Messages Report listing the specific document type. The document type is provided for each entry screen.

TMGT is also used to validate data for certain fields, for example city and state codes. Data verified in TMGT is referred to the specific TMGT table (e.g., TMGT Table 016, Geographical Location Codes With Names). State and City Codes are located in the Worldwide Geographical Location Codes book.

Form AD-334, Statement of Earnings and Leave, is system generated and distributed to all employees each pay week. Employees should be reminded to review this form. The AD-334 provides an actual break down of biweekly deductions from an employee's gross pay and other pertinent information (e.g., leave status, savings bonds, etc.).

EARN provides users access to employees' Statement of Earnings and Leave (also referred to as an *E&L statement*). Users may view and print up to 26 pay periods of earnings and leave data, print an online copy of the E&L statement, and request an official copy of the AD-334.

If inquiries cannot be answered through the appropriate related system (e.g., PINQ, IRIS, EARN, Document Tracking System (DOTSE), etc.), contact the Payroll/Personnel Operations Section at NFC.

Address/Allotments

Employee Address (Doc. Type 349)

Document Type 349 is used to enter the Employee Address data. The address is used for two purpose:

Residence Address. This address is used for mailing the W-2, personal benefits statement, and the E&L statement. If the residence address changes, employees must submit their new address to their personnel office or enter the new address through Employee Express for updating the Payroll/ Personnel database.

Check mailing address. Other than a financial institution or designated agent code: This address is used for employees who want to receive their checks through the mail. A Government check must be cashed within 12 months after the date of issuance, or it will be canceled. To have a financial institution receive an employee's salary check, a Direct Deposit Sign-Up Form, SF-1199A, must be processed.

Beginning January 2, 1999, under provisions of the Debt Collection Improvement Act of 1996, most recipients of Federal payments will be required to receive their payments by electronic funds transfer (EFT).

To assist users in identifying those individuals who are receiving paper salary checks, a FOCUS report entitled Listings of Employees With Check Mail Addresses or Designated Agents as of XX/XX/XX has been created. The report lists non-DD/EFT (non-direct deposit/electronic funds transfer) employees with check mailing addresses or designated agents. The report includes the employee's name, social security number (SSN), and check mailing address or designated agent number information sorted by organizational structure code and SSN.

To generate the report, users must access FOCEXEC NONDDEFT in FOCUS library NFCP.FOCS.FYI.EXEC. The report is also documented in the members $INDEX and $PAYROLL for the library.

An employee address is required for all accessions. The accession personnel action must be released before processing Document Type 349. This establishes the employee on the payroll/personnel database and allows additional data records to be applied to the employee's file for validation purposes.

It is imperative to establish a check-mailing address in the Payroll/Personnel database. Otherwise, the employee will not be paid.

Changing An Employee's Address

If a new address is prepared to change data in the employee's database in the same pay period that a personnel action is processed to change the employee's social security number, name, or agency code, enter the personnel action first.

To change any data previously submitted, the user should process another Document Type 349 indicating the change. This is particularly important if the employee separates and changes addresses. A change might be required for a final salary payment or severance payments to prevent delivery to an erroneous address.

To change financial institutions, the user must process another SF-1199A. To change from a financial institution to a designated agent code or check mailing address, process another Document Type 349. Caution should be taken in completing the bottom half of the screen. If a check mailing address is entered inadvertently for an employee receiving his salary DD/EFT, the updated entry overrides the DD/EFT data. Hence, the employee's check would be sent to the new check mailing address. See DD/EFT For Net Pay for additional information. An employee address document cannot be used as a substitute for the SF-1199A.

Nonreceipt Of Salary Payment

For nonreceipt of a salary check, the employee must contact their agency personnel office regarding replacement of the missing check. The agency personnel offices must enter the data for the nonreceipt in the Document Tracking System (DOTSE) to initiate the recertification process. For more detailed information on the recertification process, see Chapter 18, Document Tracking System.

Verifying Employee Address Data

Use the following resources to verify data on Document Type 349:

- IRIS Program **124**, Address/Check Information
- The Listing of Personnel Error Messages Report listed as Document Type **063**
- TMGT Tables:
  - **004**, Designated Agent
  - **015**, State Code and ZIP Range
  - **016**, Geographical Location Codes With Names
- Statement of Earnings and Leave (AD-334) and EARN

Entering Employee Address Data

To select this document type, key in ***349*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document input screen. Press [Enter]. The Employee Address screen (**Figure 17**) is displayed.

Adding The Document Type. To add an Employee Address document, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

[1] **Effective Date** *(required, numeric field; 6 positions)***.** Key in the effective date of the AD-349 in month, day, and year sequence.

Current Residence Address

[2] **First Line Street Address** *(required, alphanumeric field; max. of 25 positions)***.** Key in the employee's first line street address. **Note:** Do not include punctuations, such as periods, commas, or parentheses.

[3] **Second Line Street Address** *(optional, alphanumeric field; max. of 25 positions)***.** Key in the second line street address, if applicable. **Note:** Do not include punctuations, such as periods, commas, or parentheses.

[4] **Third Line Street Address** *(optional, alphanumeric field; max. of 25 positions)***.** Key in the third line street address, if applicable. **Note:** Do not include punctuations, such as periods, commas, or parentheses.

[5] **City Code** *(required, numeric field; 4 positions)***.** Key in the city code (TMGT Table 016). For APO addresses, key in ***0001***; for FPO addresses, key in ***0002***.

[6] **County Code** *(required, numeric field; 3 positions)*. Key in the county code (TMGT Table 016). For APO and FPO addresses, key in ***000***.

[7] **State Code** *(required, alphanumeric field; 2 positions)***.** Key in the state code (TMGT Table 015). For APO and FPO addresses, key in ***91*** for America, ***92*** for Europe, ***93*** for Pacific, ***98*** for other foreign areas.

[8] **ZIP Code** *(required, alphanumeric field; max. of 9 positions)***.** Key in the 5-digit required ZIP Code plus the optional ZIP+4 Code (TMGT Table 015).

Check Mailing Address Other Than Bank

If the employee's check mailing address is other than a designated agent or financial institution, complete the following fields:

[9] **First Line Street Address** *(required, alphanumeric field; max. of 35 positions)***.** Key in the employee's first line street address. **Note:** Do not include punctuations, such as periods, commas, or parentheses.

[10] **Second Line Street Address** *(optional, alphanumeric field; max. of 35 positions)***.** Key in the second line street address, if applicable. **Note:** Do not include punctuations, such as periods, commas, or parentheses.

```
DP34901M             EMPLOYEE ADDRESS                                    XX/XX/XX
 OPER INITIALS           FUNCTION
 DEPT/AGENCY CODE                  POI              SSNO
 EFF PAY PERIOD           PAY PERIOD YR             NEXT DOCUMENT TYPE
CLR=EXIT    PF1=MENU    PF5=HELP   PF10=REFRESH    PF11=DOC TYPE   PF12=STATUS
*******************************************************************************
 NAME LAST                           FIRST                   MIDDLE

 EFFECTIVE DATE [1]

 CURRENT RESIDENCE ADDRESS
  FIRST LINE STREET ADDRESS  [2]
  SECOND LINE STREET ADDRESS [3]
  THIRD LINE STREET ADDRESS [4]
  CITY CODE [5]              COUNTY CODE [6]     STATE CODE [7]     ZIP CODE [8]

 CHECK MAILING ADDRESS OTHER THAN BANK
  FIRST LINE STREET ADDRESS  [9]
  SECOND LINE STREET ADDRESS [10]
  CITY CODE [11]       STATE CODE [12]    ZIP CODE [13]
 DESIGNATED AGENT CODE [14]
                                                               STATUS [15]
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 17. Employee Address Screen

11 **City Code** *(required, numeric field; 4 positions)***.** Key in the city code (TMGT Table 016). For APO addresses, key in ***0001***; for FPO addresses, key in ***0002***.

12 **State Code** *(required, alphanumeric field; 2 positions)***.** Key in the state code (TMGT Table 015). For APO and FPO addresses, key in ***91*** for America, ***92*** for Europe, ***93*** for Pacific, ***98*** for other foreign areas.

13 **ZIP Code** *(required, alphanumeric field; max. of 9 positions)***.** Key in the 5-digit required ZIP Code plus the optional ZIP+4 Code (TMGT Table 015).

Check Mailing Address For A Designated Agent

14 **Designated Agent Code** *(optional, numeric field; 4 positions)***.** If the employee's check is to go to a designated agent, key in the 4-digit designated agent code (TMGT Table 004).

Note: Do not enter both a check mailing address and a designated agent code.

15 **Status** *(required, alpha field; 1 position)***.** Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields****.**

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

For assistance in completing these fields, move to the field in question and press [PF5] to display the Help Screen For Key Data (**Figure 18**).

To add an Employee Address document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing The Document Type. To change an Employee Address document in the PRES data base, use one of the methods below:

- At the PRES Menu, key in ***349*** at the Next Document Type field. Press [Enter]. The Employee Address screen (**Figure 17**) is displayed.

OR

- At any document type screen, key in ***349*** in the Next Document Type field. Press [Enter]. The Employee Address screen is displayed with the key data elements from the previous document type screen.

If the key field data is not displayed from the previous screen, key in the exact information that was entered in the Add function except key in ***C*** (change) at the Function field. Press [Enter]. The data from the previous screen is displayed with the message *Make Desired Changes And Press Enter.* Key in the new data over the existing data in accordance with the entry instructions under **Adding The Document Type****.**

```
DP001H1M            *** HELP SCREEN FOR KEY DATA ***                PAGE 1 OF 2

OPER INITIALS:
    THREE POSITION ALPHABETIC FIELD CONTAINING THE OPERATOR'S INITIALS

FUNCTION:
    VALID VALUES ARE 'A'=ADD, 'C'=CHANGE, 'D'=DELETE AND 'Q'=QUERY

DEPT/AGENCY CODE :
    THE DEPARTMENT CODE AS DEFINED IN THE FPM SUPPLEMENT 292-1, PERSONNEL
    DATA STANDARDS
    THE FIRST LEVEL OF THE ORGANIZATIONAL STRUCTURE AS ASSIGNED BY THE
    NATIONAL FINANCE CENTER

POI:
   AN IDENTIFYING CODE ASSIGNED TO ALL OFFICES AUTHORIZED TO SUBMIT DOCUMENTS
   AND/OR INFORMATION BY THE OFFICE OF PERSONNEL MANAGEMENT

SSNO:
   A NINE POSTION NUMERIC FIELD, MUST BE GREATER THAN ZERO BUT LESS THAN
   999999999, THE IDENTIFICATION NUMBER ASSIGNED BY THE SOCIAL SECURITY
   ADMINISTRATION TO THE EMPLOYEE'S SOCIAL SECURITY ACCOUNT

 PRESS ENTER TO RETURN OR PF8 TO VIEW NEXT SCREEN
```

Figure 18. Help Screen For Key Data

After making all changes, press [Enter]. The message *Document Successfully Changed* is displayed at the bottom of the screen.

To change an Employee Address document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Viewing The Document Type. To view an Employee Address document, use one of the methods below:

- At the PRES Menu, key in ***349*** at the Next Document Type field. Press [Enter]. The Employee Address screen (**Figure 17**) is displayed.

OR

- At any document type screen, key in ***349*** in the Next Document Type field. Press [Enter]. The Employee Address screen is displayed with the key data elements from the previous document type screen.

If the key field data is not displayed from the previous screen, key in the exact information that was entered in the Add or Change function except key in ***Q*** (query) at the Function field. Press [Enter]. The data from the previous entry is displayed with the message *Document Found*.

To view an Employee Address document for another employee, key in the SSNO over the SSNO displayed and press [Enter].

After viewing all records, press the applicable key as displayed near the top of the screen.

Deleting The Document Type. To delete an Employee Address document, use one of the methods below:

- At the PRES Menu, key in ***349*** at the Next Document Type field. Press [Enter]. The Employee Address screen (**Figure 17**) is displayed.

OR

- At any document type screen, key in ***349*** in the Next Document Type field. Press[Enter]. The Employee Address screen is displayed with the key data elements from the previous document type screen.

If the key field data is not displayed from the previous screen, key in the exact information that was entered in the Add or Change function except key in ***D*** (delete) at the Function field. Press [Enter]. The data from the previous entry is displayed with the message *Document Found - Review and Press Enter to Delete*. Press [Enter]. The message *Document Successfully Deleted* is displayed.

To delete an Employee Address document for another employee, key in the SSNO over the SSNO displayed and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

DD/EFT For Net Pay (Doc. Type 096)

Document Type 096 is used for Direct Deposit/Electronic Funds Transfer (DD/EFT) of an employee's net pay. All employees have the option of having their salary check submitted to a financial organization for credit to their account.

Establishing DD/EFT For Net Pay

The employee must submit an SF-1199A, Direct Deposit Sign-Up Form, to their personnel office or enter the data through Employee Express for updating the Payroll/Personnel database. The SF-1199A must be completed by the employee and the designated financial organization. Deposit of net pay will be made through DD/EFT by the Federal Reserve System.

Once the employee is participating in direct deposit, an SF-1199A must be submitted to:

- Change the employee's depositor account number.
- Change from a checking to a savings account or vice versa.
- Change from one financial organization to another.
- Change the routing number of a financial organization.

Canceling DD/EFT For Net Pay

To cancel a direct deposit authorization, an employee address, must be completed by the employee and entered in PRES Document Type 349, Employee Address, or through Employee Express showing the new check mailing address or designated agent number. If the employee's check mailing address is not changed, the employee's salary check will continue to be submitted to the financial organization.

Merger Or Takeover Of A Financial Organization For Net Pay

When a merger or takeover of a financial organization occurs, the Department of the Treasury notifies NFC of the change in the financial organization's routing number. Treasury also provides NFC with the account number(s) of those employees payrolled by NFC who have accounts with the financial organization.

Treasury electronically transmits these changes to NFC on a daily basis. These changes are edited and processed through the Personnel Edit Subsystem (PINE) and then processed in the Personnel Processing System (PEPL) to update or modify the financial organization's routing number and/or account number in the Payroll/Personnel database for those employees who are affected by a merger or takeover. **Note:** When a routing number and/or account number is changed, **PINE58** is displayed in the User-ID field on the Information/Research Inquiry System (IRIS) Program 126, Last Payroll Action.

If the routing number and/or account number that is received from the Department of the Treasury does not agree with the routing number and/or account number currently on the Payroll/Personnel database for an employee, NFC will mail Report PINE5801, Notification of Change (NOC) Suspense Report, to the employee's personnel office. The personnel office should take the appropriate action to correct this report.

If the employee elects to change to another financial organization, the employee must submit a new SF-1199A to their personnel office or enter the new data through Employee Express for updating the Payroll/Personnel database. The SF-1199A must be completed by both the employee and the new designated financial organization.

Nonreceipt Of Payment For DD/EFT Salary Payments

DD/EFT transfers payments electronically from the Department of the Treasury, through the Federal Reserve System, to the employee's financial institution. For nonreceipt of DD/EFT payments, agency personnel offices must enter the data for the non-receipt in the Document Tracking System (DOTSE) to initiate the recertification process. For more detailed information on the recertification process, see Chapter 18, Document Tracking System.

Verifying DD/EFT Net Pay Data

Use the following resources to verify data on Document Type 096:

- IRIS Program **124**, Address/Check Information
- The Listing of Personnel Error Messages Report listed as Document Type **095**
- Statement of Earnings and Leave (AD-334) and EARN

Entering DD/EFT Net Pay Data

Note: Care must be taken to make the proper selection on the PRES Menu since the SF-1199A is also used for direct deposit of savings allotments.

To select this document type, key in ***096*** at the Document Type/Next Page field on the PRES Menu or at the Next Document Type field on any document type screen. Press [Enter]. The DD/EFT For Net Pay screen (**Figure 19**) is displayed.

Adding The Document Type. To add a DD/EFT For Net Pay document, complete the key fields at the top of the screen as described under **PRES Key Fields**. Then complete the remaining fields as follows:

1 **Type Of Account** *(required, alpha field; 1 position)***.** Key in the type of account in which the monies are to be deposited. Valid values are ***S*** (savings account) and ***C*** (checking account).

2 **Depositor Account Number** *(required, alphanumeric field; max. of 17 positions)***.** Key in the employee's account number. Valid characters are ***A*** - ***Z***, ***0*** - ***9***, or a dash (-).

3 **Routing Number** *(required, alphanumeric field; 9 positions)***.** Key in the financial organization's routing number. The first 2 positions of the routing number must be ***01*** - ***12***, ***21*** - ***32*** or ***90*** - ***91***.

4 **Status** *(required, alpha field; 1 position)***.** Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter]. If the data passes system edits, the message *Document Successfully Added* is displayed.

- To add a DD/EFT For Net Pay document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process.

- To perform another function, press the applicable key as displayed near the top of the screen.

Note: If entering several SF-1199A's for different employees at the same time, ensure the data from the previous SF-1199A is removed from the screen. If the previous data is left on the screen this may result in an incorrect account being established for an employee. Before releasing this document, compare and review the SF-1 199A and the data that was entered.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

```
DP09601M                  DD/EFT FOR NET PAY                          XX/XX/XX
 OPER INITIALS           FUNCTION
 DEPT/AGENCY CODE                 POI              SSNO
 EFF PAY PERIOD           PAY PERIOD YR            NEXT DOCUMENT TYPE
CLR=EXIT    PF1=MENU    PF5=HELP   PF10=REFRESH   PF11=DOC TYPE     PF12=STATUS
  ********************************************************************************

 NAME LAST                           FIRST                    MIDDLE

 TYPE OF ACCOUNT                      1

 DEPOSITOR ACCOUNT NUMBER             2

 ROUTING NUMBER                       3
                                                                    STATUS  4
 DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 19. DD/EFT For Net Pay Screen

DD/EFT For Financial Allotments (Doc. Type 095)

Document Type 095 is used for Direct Deposit/Electronic Funds Transfer (DD/EFT) designating a portion of an employee's salary to be sent to a financial organization for deposit to an account through recurring payroll deductions.

Establishing Financial Allotments

The employee must submit an SF-1199A, Direct Deposit Sign-Up Form, to their personnel office or enter the data through Employee Express to establish a new allotment. The SF-1199A must be completed by the employee and the designated financial organization. Financial allotments are made through DD/EFT by the Federal Reserve System. Such financial allotments must be established as follows:

- The savings/checking account must be in the name of the employee.
- The allotment must be a fixed, whole dollar amount which will be deducted from each salary check. No minimum amount is prescribed; however, the whole dollar amount restriction automatically precludes any allotment for less than $1.00.
- Each employee may have a maximum of 16 financial allotments in effect at the same time. If the employee has 16 allotments, each may be directed to a different financial organization. A separate SF-1199A must be submitted for each financial allotment.

Note: Allotments for bill paying purposes are considered to be discretionary allotments. For detailed information on discretionary allotments, see Discretionary Allotment.

Changing Financial Allotments

To decrease or increase the amount of the allotment, the routing number, account number, and type of account entered must be exactly as that currently established in the Payroll/Personnel database. Agencies may verify this data by accessing IRIS Program 110, Financial Allotment, for the allotment being changed. The new amount must be entered.

Two SF-1199A's must be processed for the following situations:

- Change an employee's account number
- Change from one financial organization to another
- Replace an allotment with a new allotment

Process the first SF-1199A cancelling the financial allotment currently established in the Payroll/Personnel database. The routing number, account number, and type of account must be exactly as they are displayed in the Payroll/Personnel database. Agencies may verify this data by accessing IRIS Program 110. The amount of the allotment must be coded with zeros to cancel the allotment.

Note: Verify that the first allotment has been cancelled on IRIS Program 110, (usually the following day) before entering the new allotment.

Process the second SF-1199A showing the change. **Note:** If the routing number, account number, and type of account are not entered exactly as they are displayed in the Payroll/Personnel database and the employee has only one allotment in effect, a second allotment will be created with the new (incorrect) data. Deductions will be made for the existing allotment and for the new allotment that was established in error.

Canceling Financial Allotments

To cancel a financial allotment deduction, the agency must verify the routing number, account number, and type of account on IRIS Program 110, for the allotment being cancelled. The routing number, account number, and type of account must be exactly as they are displayed in the Payroll/Personnel database. The amount of the allotment must be zeros.

Note: An incorrect account number, routing number, or type of account on a cancellation of an allotment may result in untimely processing of the cancellation.

Allotments are automatically cancelled in cases of separation, retirement, death, or transfer to another Department; hence, it is not necessary to submit an SF-1199A.

Merger Or Takeover Of A Financial Organization For Financial Allotments

When a merger or takeover of a financial organization occurs, the Department of the Treasury notifies NFC of the change in the financial organization's routing number. Treasury also provides NFC with the account number(s) of those employees payrolled by NFC who have accounts with the financial organization.

Treasury electronically transmits these changes to NFC on a daily basis. These changes are edited and processed through the Personnel Edit Subsystem (PINE) and then processed in the Personnel Processing System (PEPL) to update or modify the financial organization's routing number and/or account number in the Payroll/Personnel database for those employees who are affected by a merger or takeover. **Note:** When a routing number and/or account number is changed, **PINE58** is displayed in the User-ID field on the Information/Research Inquiry System (IRIS) Program 126, Last Payroll Action.

If the routing number and/or account number that is received from the Department of the Treasury does not agree with the routing number and/or account number currently on the Payroll/Personnel database for an employee, NFC will mail Report PINE5801, Notification of Change (NOC) Suspense Report, to the employee's personnel office. The personnel office should take the appropriate action to correct this report.

If the employee elects to change to another financial organization, the employee must submit a new SF-1199A to their personnel office or enter the new data through Employee Express for updating the Payroll/Personnel database. The SF-1199A must be completed by both the employee and the new designated financial organization.

Insufficient Funds For Financial Allotments

The employee's net pay must be sufficient to cover the amount of the financial allotment(s). If the net pay due the employee after applying all required payroll deductions is less than the amount of the allotment authorized, the allotment will automatically be nullified for that particular pay period. If the employee has more than one allotment and the net pay is insufficient to cover the aggregate of all authorizations, all the allotments will be automatically nullified for that pay period.

Verifying Financial Allotments Data

Use the following resources to verify data on Document Type 095:

- IRIS Program **110**, Financial Allotment
- PINQ Program **083**, PACS Allotment
- The Listing of Personnel Error Messages Report listed as Document Type **095**
- Statement of Earnings and Leave (AD-334) and EARN

Nonreceipt Of Payment For Financial Allotments

DD/EFT transfers financial allotment payments electronically from the Department of the Treasury, through the Federal Reserve System, to an employee's financial organization. For nonreceipt of DD/EFT payments, agency personnel offices must contact the Payroll/Personnel Operations Section at NFC. The Payroll/Personnel Operations Section will contact the financial organization first, then the Kansas City Financial Center. Based on the information received, a determination is made whether or not to recertify an allotment payment. For more detailed information on recertification, see the instructions on recertification.

Entering Financial Allotments Data

Note: Care must be taken to make the proper selection on the PRES Menu since the SF-1199A is also used for direct deposit of net pay.

To select this document type, key in ***095*** at the Document Type/Next Page field on the PRES Menu or at the Next Document Type field on any document input screen. Press [Enter]. The DD/EFT For Financial Allotment screen (**Figure 20**) is displayed.

Adding The Document Type. To add a DD/EFT For Financial Allotment document, complete the key fields at the top of the screen as described under PRES Key Fields. Then complete the remaining fields as follows:

1 **Type Of Account** *(required, alpha field; 1 position)*. Key in the type of account in which the monies are to be deposited. Valid values are ***S*** (savings account) and ***C*** (checking account).

2 **Account Number** *(required, alphanumeric field; max. of 17 positions)*. Key in the employee's account number. Valid characters are ***A - Z***, ***0 - 9***, or a dash (**-**).

3 **Amount Of Allotment** *(required, numeric field; max. of 4 positions)*. Key in the amount to be allotted each pay period in whole dollars (e.g., for a $150.00 allotment, key in ***150***). To increase or decrease an allotment, key in the new amount of the allotment. To cancel an allotment, key in ***0000***.

4 **Routing Number** *(required, alphanumeric field; 9 positions)*. Key in the routing number for the financial organization. The first 2 positions of the routing number must be ***01 - 12***, ***21 - 32*** or ***90 - 91***.

[5] **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter]. If the data passes system edits, the message *Document Successfully Added* is displayed.

- To add a DD/EFT For Financial Allotment document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process.
- To perform another function, press the applicable key as displayed near the top of the screen.

Note: If entering several SF-1199A's for different employees at the same time, ensure the data from the previous SF-1199A is removed from the screen. If the previous data is left on the screen this may result in an incorrect account being established for an employee. Before releasing this document, compare and review the SF-1 199A and the data that was entered.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

```
DP09501M          DD/EFT FOR   FINANCIAL   ALLOTMENT              XX/XX/XX
 OPER INITIALS              FUNCTION
 DEPT/AGENCY CODE                     POI               SSNO
 EFF PAY PERIOD              PAY PERIOD YR              NEXT DOCUMENT TYPE
CLR=EXIT    PF1=MENU    PF5=HELP  PF10=REFRESH  PF11=DOC TYPE    PF12=STATUS
*******************************************************************************
 NAME LAST                          FIRST                   MIDDLE

 TYPE OF ACCOUNT                     [1]

 ACCOUNT NUMBER                      [2]

 AMOUNT OF ALLOTMENT                 [3]
     (FOUR POSITION WHOLE DOLLARS ONLY)
 ROUTING NUMBER                      [4]




                                                                STATUS  [5]
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 20. DD/EFT For Financial Allotment Screen

Discretionary Allotments
(Doc. Type 100)

Document Type 100 is used for paying bills. An allotment is a recurring specified deduction from an employee's salary which is authorized by employees and their agency. The head of the agency may allow discretionary allotments for any purpose deemed appropriate. They are commonly used for paying employees' monthly bills to a designated payee, either an individual or company.

Establishing Discretionary Allotments

Discretionary allotments are sequentially numbered beginning with 01, 02, 03 ... up to a maximum of 99. The total amount of discretionary allotments may not exceed 70 percent of the employee's gross salary. Therefore, if an employee enters an allotment which would exceed 70 percent of gross salary, the allotment will be held in SINQ. If the deductions are valid, Override Code "L" must be used to release the document from SINQ. Caution should be taken when using this code because it is possible for an employee to end up with no net salary for the pay period.

The Payroll/Personnel System divides the monthly payment into two deductions. Deductions are withheld twice a month effective on the first payday of the month. For the months in which there are three pay periods, deductions are not withheld for the third pay day.

If the monthly allotment is $300, $150 will be deducted from an employee's salary received on the first and second payday. Discretionary allotments are always deducted from an employee's salary beginning on the first payday of the month. If these deductions are established in the middle of the month, they will not take affect until the beginning of the following month.

Merger Or Takeover Of A Financial Organization For Discretionary Allotments

When a merger or takeover of a financial organization occurs, the Department of the Treasury notifies the National Finance Center (NFC) of the change in the financial organization's routing number. Treasury also provides NFC with the account number(s) of those employees payrolled by NFC who have accounts with the financial organization.

Treasury electronically transmits these changes to NFC on a daily basis. These changes are edited and processed through the Personnel Edit Subsystem (PINE) and then processed in the Personnel Processing System (PEPL) to update or modify the financial organization's routing number and/or account number in the Payroll/Personnel database for those employees who are affected by a merger or takeover. **Note:** When a routing number and/or account number is changed, **PINE58** will be displayed in the User-ID field on the Information/Research Inquiry System (IRIS) Program 126, Last Payroll Action..

If the routing number and/or account number that is received from the Department of the Treasury does not agree with the routing number and/or account number currently on the Payroll/Personnel database for an employee, NFC will mail Report PINE5801, Notification of Change (NOC) Suspense Report, to the employee's personnel office The personnel office should take the appropriate action to correct this report.

If the employee elects to change to another financial organization, the employee must submit a new SF-1199A, which must be completed by both the employee and the new designated financial organization.

Insufficient Funds For Discretionary Allotments

If an employee is on extended leave without pay (LWOP), deductions cannot be made. If an employee is on LWOP for part of a pay period but not enough funds were deducted, half of the monthly payment is made, if possible; otherwise, nothing is paid.

Therefore, discretionary allotment payments are made either as a full payment, half of the payment, or nothing is paid. The order of precedence for paying monthly allotments is the same order in which they were established.

Changing Discretionary Allotments

Agency personnel offices should be notified of all changes regarding discretionary allotments. Changes are always initiated on the first pay day of the month. Therefore, if a change is entered after the first pay day, it will be effective for the first pay day in the following month.

Verify the correct allotment number before making a change to either the amount or payee information if the employee has multiple allotments Otherwise, erroneous data could affect another allotment. Allotments can be deleted; once an allotment is deleted (e.g., Discretionary Allotment Number 02), the number (02) can be used again for another allotment.

Nonreceipt Of Payment For Discretionary Allotments

Discretionary allotment payments can either be made (1) electronically to a financial organization or (2) by a check issued directly to the payee.

Direct Deposit/Electronic Funds Transfer System (DD/EFT) transfers discretionary allotment payments electronically from the Department of the Treasury, through the Federal Reserve System, to the payee. For nonreceipt of DD/EFT payments, agency personnel offices must contact the payroll office.

For nonreceipt of a check, the payee should contact the responsible employee's agency personnel office regarding replacement of the missing check. The agency must then follow the Recertification procedures.

Separations And Transfers Relating To Discretionary Allotments

Discretionary allotments are automatically canceled once an employee separates. The Payroll/Personnel System refunds any outstanding balances.

If an employee transfers to another Department, all allotments are canceled. If the gaining department allows for discretionary allotments, the allotment must be entered as a new allotment.

If an employee transfers to another agency serviced by NFC within the Department, the discretionary allotment deductions remain in effect. However, if the position is ineligible for discretionary allotments, the gaining agency must process a cancellation for all allotments by using Transaction Code "X".

Verifying Discretionary Allotment Data

Use the following resources to verify data on Document Type 100:

- IRIS Program **112**, Discretionary Allotment
- The Listing of Personnel Error Messages Report listed as Document Type **100**
- TMGT Table **015**, State Code and ZIP Range
- Statement of Earnings and Leave (AD-334) and EARN

Entering Discretionary Allotment Data

To select this document type, key in ***100*** at the Document Type/Next Page field on the PRES Menu or at the Next Document Type field on any document input screen. Press [Enter]. The Discretionary Allotment screen (**Figure 21**) is displayed.

Adding The Document Type. To add a discretionary allotment document, complete the key fields at the top of the screen as described under PRES Key Fields. Then complete the remaining fields as follows:

```
DP10001M               DISCRETIONARY ALLOTMENT                    09/16/93
 OPER INITIALS        FUNCTION
 DEPT/AGENCY CODE              POI           SSNO
 EFF PAY PERIOD         PAY PERIOD YR        NEXT DOCUMENT TYPE
CLR=EXIT   PF1=MENU   PF5=HELP   PF10=REFRESH  PF11=DOC TYPE    PF12=STATUS
*******************************************************************************
 NAME LAST                                FIRST                 MIDDLE
    TRANSACTION   [1]
    ALLOTMENT NUMBER   [2]
    AMOUNT OF ALLOTMENT  [3]
    PAYEE INFORMATION
       CHECK MAILING
          NAME     [4]
          ADDRESS  [5]
          CITY     [6]                          STATE  [7]   ZIP [8]
          ACCOUNT NUMBER  [9]
  OR   DD/EFT
          ACCOUNT NUMBER  [10]
          TYPE ACCOUNT    [11]
          ROUTING NUMBER  [12]
  OPTIONAL LINE FOR CHECK MAILING OR DD/EFT INFO [13]
                                                              STATUS [14]
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 21. Discretionary Allotment Screen

1 **Transaction** *(required, alpha field; 1 position)***.** Key in the transaction code. Valid values are ***A*** (add), ***C*** (change), ***D*** (delete), and ***X*** (cancels all existing allotments*)*.

2 **Allotment Number** *(required, numeric field; 2 positions)***.** Key in the accurate allotment number. Maximum number of allotments is 99.

3 **Amount Of Allotment** *(required, numeric field; max. of 6 positions)***.** Key in the monthly amount of the allotment in dollars and cents. The Payroll/Personnel System divides this monthly amount by 2 to determine the bimonthly deduction.

Payee Information:

Check Mailing

If the allotment check is mailed to an address, complete the following fields:

4 **Name** *(required, alphanumeric field; max. of 35 positions)***.** Key in the name of the person receiving the discretionary allotment (payee). **Note:** Do not include punctuations, such as periods, commas, or parentheses.

5 **Address** *(required, alphanumeric field; max. of 35 positions)***.** Key in the payee's address. **Note:** Do not include punctuations, such as periods, commas, or parentheses.

6 **City (***required, alpha field; max. of 16 positions)***.** Key in the city name. **Note:** Do not include punctuations, such as periods, commas, or parentheses.

7 **State** *(required, alpha field; 2 positions)***.** Key in the standardized abbreviation for the state.

8 **ZIP** *(required, alphanumeric field; max. of 9 positions).* Key in the 5-digit required ZIP Code plus the optional ZIP+4 Code (TMGT Table 015).

9 **Account Number** *(optional; alphanumeric field; max of 17 positions)***.** Key in the account number.

OR

DD/EFT

If an allotment is to be sent to a financial organization, complete the following fields:

10 **Account Number** *(required; alphanumeric field; max of 17 positions)***.** Key in the account number.

11 **Type Account** *(required, alpha field; 1 position)***.** Key in the type of account. Valid values are ***S*** (savings) and ***C*** (checking).

12 **Routing Number** *(required, alphanumeric field; 9 positions)***.** Key in the financial organization's routing number. The first 2 positions must be ***01-12***, ***21-32***, or ***90-91***.

13 **Optional Line For Check Mailing Or DD/EFT Info** *(optional, alphanumeric field; max. of 25 positions)***.** Key in any remark applicable to the allotment. This data is transmitted to the financial organization or printed on the check along with the payee's name and address, and the employee's name at the bottom of the check indicating an allotment check.

Note: If block numbers 9 and 13 are not completed, only the name and address of the payee are displayed on the payment.

14 **Status** *(required, alpha field; 1 position)***.** Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter]. If the data passes system edits, the message *Document Successfully Added* is displayed.

- To add a Discretionary Allotment document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process.
- To perform another function, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

Taxes

Federal Income Tax Certificate (Doc. Type 130)

Document Type 130 is used to input Form W-4, Employee's Withholding Allowance Certificate, for Federal income tax withholding. DP130 is used to: (1) establish or change an employee's Federal income tax withholding exemption code, (2) establish or change an additional withholding amount, and (3) claim total exemption from withholding.

W-4 data is established at the time of the accession personnel action. If the employee does not file a W-4, Federal income tax will be automatically withheld at the rate of Single with zero exemption until the employee processes a W-4.

Federal Income Tax Exemption Withholding

An employee may choose to claim exempt if no Federal tax was owed the prior year and the employee does not expect to owe any tax in the current year. The employee must file a W-4 before February 15 of each year if total exemption is claimed. Otherwise, tax withholding will automatically be withheld based on single with zero exemptions.

Note: Employees whose duty station is the Republic of Panama, Virgin Islands, Guam and the Northern Mariana Islands, may be exempt from Federal income tax. If exempt, the employee must file a W-4 indicating *Exempt* status.

Changing Federal Income Tax Exemption Data

A new W-4 to change the employee's Federal income tax exemption status should be processed in the following cases:

- To change the number of exemptions
- To document a change in marital status (unless employee wants to continue taxes at a higher rate)
- To increase or decrease an additional withholding

Processing Federal Income Tax Exemption Data When An Employee Transfers

Employees transferring, reassigning, etc. to another agency serviced by NFC within the same Department do not need to resubmit Federal income tax data. However, employees transferring from one Department to another Department serviced by NFC must submit a new W-4 at the time of accession.

Federal Income Tax Exemptions Under IRS Control

Employees claiming 11 or more exemptions, and employees claiming total exemption from withholding (with wages exceeding $200 a week) will be reported to the Internal Revenue Service (IRS). Once under IRS control, a W-4 cannot be processed through PRES to increase the number of allowances. The original W-4 must be submitted to:

USDA, National Finance Center
Financial Services Division
P.O. Box 29310
New Orleans, LA 70129

If the employee wishes to decrease the number of allowances once under IRS control, it may be entered in PRES. The IRS control is only released upon notification from the IRS.

Federal Income Tax On Cash Awards, Bonuses, And Lump Sums

Federal income tax is withheld at the rate of 27 percent on all cash awards and bonuses.

For lump sum payments, an employee can choose to have Federal income tax withheld according to his/her Federal income tax withholding exemption code in the Payroll/Personnel database or the supplemental rate of 27 percent.

Verifying Federal Income Tax Exemption Data

Use the following resources to verify Document Type 130:

- PINQ Program **32**, Payroll Listing
- IRIS Program **104,** Federal Tax
- The Listing of Personnel Error Messages Report listed as Document Type **130**
- Statement of Earnings and Leave (AD-334) and EARN

Federal Income Tax Formula

See Title 1, Chapter 28, Section 2, Tax Formulas, for the Federal Income Tax Formula.

Entering Federal Income Tax Exemption Data

To select this document type, key in ***130*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document screen. Press [Enter]. The Federal Income Tax Certificate screen (**Figure 27**) is displayed.

Adding The Document To The PACT/PRES Database. To add a Federal Income Tax Certificate, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

1 **Total Number of Allowances Claimed** *(required, alphanumeric field; max. of 3 positions)***.** Key in the number of allowances claimed. The first position is marital status. Valid values are ***S*** (single), ***M*** (married), and ***X*** (exempt). The second and third positions are the number of exemptions claimed, unless the employee claims total exemption from Federal taxes, then key in ***XT***.

2 **Additional Amount** *(optional, numeric field; max. of 6 positions)***.** Key in the amount in dollars and cents to be withheld in addition to the amount withheld in accordance with the Federal tax formula.

3 **Status** *(required, alpha field; 1 position)***.** Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). (For detailed information on status codes refer to the section on **PRES Key Fields**.)

After keying in the data, press [Enter]. If the data passes system edits, the message *Document Successfully Added* is displayed.

- To add a Federal Income Tax Certificate for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process.
- To perform another function, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type In The PACT/PRES Database. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

```
 DP13001M           FEDERAL INCOME TAX CERTIFICATE                XX/XX/XX
  OPER INITIALS      FUNCTION
  DEPT/AGENCY CODE           POI            SSNO
  EFF PAY PERIOD     PAY PERIOD YR          NEXT DOCUMENT TYPE
 CLR=EXIT   PF1=MENU   PF5=HELP    PF10=REFRESH    PF11=DOC TYPE    PF12=STATUS
*********************************************************************************
  NAME LAST                           FIRST                   MIDDLE

  TOTAL NUMBER OF ALLOWANCES CLAIMED  [1]

  ADDITIONAL AMOUNT  [2]



                                                                    STATUS  [3]
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 27. Federal Income Tax Certificate Screen

Earned Income Credit Advance Payment Certificate (Doc. Type 131)

Document Type 131 is used to input the W-5, Earned Income Credit Advance Payment Certificate. The earned income credit (EIC) is a special credit for certain employees with a qualifying child. The credit reduces the amount of tax an employee owes and is intended to offset increases in living expenses and social security taxes.

Employees eligible for the EIC have the option of receiving it in the form of a refund after filing their individual tax returns (Forms 1040 or 1040-A, U.S. Individual Income Tax Return) or in advance payments. Those who choose the EIC advance payments must file a Form W-5, Earned Income Advance Payment Certificate. The advance payment amount is computed using a formula provided by the IRS. A copy of the formula is provided at the end of this section.

The EIC consists of the basic credit for qualifying children, the health insurance credit, and the extra credit for a child born in the tax year. Only the basic credit for one qualifying child is payable in advance.

Refer to Internal Revenue Service (IRS) instructions furnished with a current W-5 for information on eligibility.

Expiration Of The W-5 (Earned Income Credit)

The W-5 expires December 31 of each calendar year with payments for Pay Period 24 (or the last pay period of the tax year). A new certificate must be filed each calendar year.

Verifying Earned Income Credit Data

Use the following resources to verify Document Type 131:

- IRIS Program **104**, Federal Tax
- The Listing of Personnel Error Messages Report listed as Documents Type **131**
- Statement of Earnings and Leave (AD-334)

Earned Income Credit Tax Formula

See Title 1, Chapter 28, Section 2, Tax Formulas, for the Earned Income Credit Tax Formula.

Entering Earned Income Credit Data

To select this document type, key in ***131*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type Field at any document type screen. Press [Enter]. The Earned Income Credit Advance Payment Certificate screen (**Figure 28**) is displayed.

Adding The Document Type To The PACT/PRES Database. To add an Earned Income Credit Advance Payment Certificate, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

```
DP13101M     EARNED INCOME CREDIT ADVANCE PAYMENT CERTIFICATE       XX/XX/XX
 OPER INITIALS      FUNCTION
 DEPT/AGENCY CODE           POI          SSNO
 EFF PAY PERIOD      PAY PERIOD YR       NEXT DOCUMENT TYPE
CLR=EXIT PF1=MENU PF5=HELP PF10=REFRESH PF11=DOC TYPE PF12=STATUS
*******************************************************************************
 NAME LAST                    FIRST                 MIDDLE

 ELIGIBLE FOR EARNED INCOME CREDIT?      1

 ENTER THE FILING STATUS CODE            2

 A- SINGLE HEAD OF HOUSEHOLD, OR QUALIFYING WIDOW(ER)
 B- MARRIED, BOTH EMPLOYEE AND SPOUSE CLAIM EIC
 C- MARRIED, ONLY EMPLOYEE CLAIMS EIC



                                                                STATUS  3
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 28. Earned Income Credit Advance Payment Certificate Screen

1 **Eligible For The Earned Income Credit?** *(required, alpha field; 1 position)***.** Key in ***Y*** (yes) if the employee is eligible to receive earned income credit; otherwise, key in ***N*** (no).

2 **Enter The Filing Status Code** *(optional, alpha field; 1 position)***.** Key in the filing status code. Valid values are:

- ***A*** (single head of household, or qualifying widow(er))
- ***B*** (married, both Employee and spouse claim EIC)
- ***C*** (married, only employee claims EIC)

3 **Status** *(required, alpha field; 1 position)***.** Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter]. After the data passes system edits, the message *Document Successfully Added* is displayed.

- To add a Earned Income Credit Advance Payment Certificate document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process.

- To perform another function, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type In The PACT/PRES Database. For instructions on changing, viewing, and deleting the document type, see **Employee Address (Doc. Type 349)**.

State Income Tax Certificate
(Doc. Type 140)

Document Type 140 is used to enter state income tax data, territorial income tax data, and foreign country income tax data. Instructions for each follow under separate headings.

State Income Tax

State income tax withholding data is entered on PRES Program DP140, State Income Tax Certificate. This screen is used (1) to establish or change an employee's state income tax withholding code, (2) to establish or change an additional withholding amount, (3) to establish or cancel a certificate of nonresidence (if permitted by the applicable state), and (4) to claim total exemption from withholding (if permitted by the applicable state).

State tax is withheld on a mandatory basis when the state and the Secretary of the Treasury have entered into an agreement. This agreement allows for the mandatory withholdings of state tax based on the employee's duty station state. An employee may authorize voluntary withholding of his/her residence state if the duty station state permits the processing of a certificate of nonresidence.

State tax data is established when the accession personnel action is processed or when an employee changes duty station states. If the employee has not filed the appropriate state tax certificate, withholding will be made at the highest rate applicable for the state. Some states do not require the processing of an exemption certificate (refer to the individual state section of this chapter for specific state instructions).

State Income Tax Certificate Of Nonresidence

States with reciprocal agreements have agreed that if an employee pays tax for his residence state he will not be required to pay tax for his duty station state. A certificate of nonresidence allows an employee to declare that he is not a resident of his duty station state and is liable for state tax in his residence state.

State laws and regulations should be checked to determine if reciprocal agreements are in place before processing a certificate of nonresidence for an employee. In most cases, the employee must reside in one of several designated states in order to be exempt from the mandatory withholding provisions of their duty station state.

If an employees duty station changes, the certificate of nonresidence in effect at that time will be voided, and a new certificate is required for the new duty station state (if applicable).

Each certificate of nonresidence is to be completed following the instructions on the individual form. The appropriate state code and ***WAV*** (waiver) must be entered on PRES Program DP140 before the residence state income tax certificate can be processed. Refer to the entry instruction on DP140 for additional information on entering the form in PRES.

Voluntary State Income Tax Withholding

There are two methods of voluntary withholding.

(1) An employee may voluntarily elect to pay state tax in his/her residence state *in lieu* of the duty station state tax if:

- the duty station state allows for the filing of a certificate of nonresidence (waiver),
- the residence state is the one recorded in the data base for the employee, and
- the residence state has a withholding agreement with Treasury.

The certificate of nonresidence and the residence state tax certificate must be entered in DP140.

(2) An employee may voluntarily elect the withholding of state income tax for their residence state in *addition* to their duty station state (dual state tax), provided that:

- the residence state has entered into an agreement with the Secretary of the Treasury for the withholding of state income tax, and
- the appropriate residence state is established in the employee's data base record. Refer to the section on **Dual State Tax** for additional instructions.

Canceling State Income Tax Voluntary Withholding

Voluntary state tax withholding will terminate if:

- an employee's duty station state changes (the Certificate of nonresidence is now void.),
- the state revokes its tax withholding law,
- an exemption from withholding certificate is processed (***ONL*** in the Total Number Of Allowances field),
- a cancellation of voluntary withholding is processed (***CAN*** in the Total Number Of Allowances field).

Exemption From State Income Tax Withholding

An employee may be exempt from withholding of state tax on the basis of limited earnings or other reasons determined by the state. If exemption is allowed by the state, enter the data from the state tax certificate into DP140. Enter ***ONL*** in the Total Number Of Allowances field, to indicate the employee is exempt from withholding.

Additional State Income Tax Withholding

Employees may authorize an amount to be withheld from their salary each pay period in addition to the amount automatically withheld in accordance with the state income tax formula. Most state exemption certificates allow for additional withholding. If additional withholdings are desired for a state that does not provide for the declaration of exemptions, or if the state does not have an exemption certificate, the amount of additional withholding may be entered on an AD-304, Request and Authorization for Allotments of Compensation for State Income Tax Purposes, or a W-4, Employees Withholding Allowance Certificate, completed for state tax withholding purposes.

Changing State Income Tax Exemption Data

A state tax document may be processed at any time to change an employee's exemption code or additional withholding amount. If the employee's duty station state changes and the new duty station state has an agreement with the Secretary of the Treasury, a new state tax document should be processed in DP140. If a new state tax document is not processed withholdings will automatically be made at the highest rate applicable for the duty station state.

State Income Tax On Lump Sum Payments And Cash Awards

State tax deductions for lump sums and cash awards are withheld based on the employee's state tax exemptions recorded in the data base.

State Income Tax Forms

Data from individual state tax certificates is entered in DP140. Since each state has its own form, special coding instructions may be required for entry of the data.

There are several ways in which states handle the basis for withholding income tax:

- Marital status and number of exemptions/ allowances/dependents
- Wage bracket
- Percentage of Federal tax
- Percentage of annual wages

Some states do not provide state withholding exemption certificates for establishing an exemption status; others do not require the processing of state tax withholding data since the income tax formulas are based on a percentage of Federal income tax, the Federal exemption status, or a percentage of annual wages.

Specific state income tax information for individual states is at the end of this section.

W-4 Processed In Lieu Of State Income Tax Document

Several states require the use of a Form W-4; others permit it to be used in place of their state tax exemption certificate.

Follow the instructions on the W-4 to determine the employee's Total Number of Allowances (marital status and total number of allowances), Additional Amount (additional amount to be deducted each pay period), and other data needed for entry to DP140. Mark the W-4 with the name and state code of the appropriate state.

AD-304, Request And Authorization For Allotment Of Compensation For State Income Tax Purposes

This form serves as a certification that the employee is authorizing voluntary withholding from his/her pay and must accompany the appropriate state withholding exemption certificate.

The AD-304 can also be used to record the voluntary state tax withholding data in cases where the state does not provide a form for the declaration of withholding.

If the AD-304 is used to record voluntary state tax data in lieu of a state tax certificate, the State Tax Withholding State Code, the Total Number of Allowances, and the Additional Amount (if applicable) must be indicated on the form when signed by the employee. The data from this form is then entered in PRES Program DP140.

Dual State Income Tax

Dual state tax withholding allows employees to voluntarily elect to pay state tax in both their duty station and residence states. Dual state tax may be established if (1) the residence state has entered into an agreement with the Secretary of Treasury and is established in TMGT Table 009, State tax Name and Address, and (2) the residence state is established in the employee's data base record.

The exemption data for the second state income tax deduction must be entered through PRES Program DP140. If state tax is currently being withheld for an employee's duty station state, when the second state tax document is entered in PRES, the state tax document will automatically be suspended in SINQ. This document will appear on CULPRPT Report Number U0006, Listing of Personnel Error Messages, with the edit message *070, Document Will Result In Dual State Tax Deductions*. See the CULPRPT procedure for instructions on access of Report Number U0006.

To establish the second state income tax record, release the document from SINQ by entering ***C*** in the Override Code field. This action will establish two state tax records for the employee. See the SINQ procedure for additional instructions.

Verifying State Income Tax Data

Use the following resources to verify Document Type 140:

- PINQ Programs:

  32, Payroll Listing

  64, PACS State Tax

  66, State Tax Added (Dual State Tax)

- IRIS Program **105**, State Tax
- The Listing of Personnel Error Messages Report listed as Document Type **140**
- TMGT Table **009**, State Tax Name and Address
- Statement of Earnings and Leave (AD-334) and EARN

State Income Tax Formulas

See Title 1, Chapter 28, Section 2, Tax Formulas, for the state income tax formulas.

Territorial Income Tax

Territorial income tax is withheld on a mandatory basis from employee's whose duty station recorded in the Payroll/Personnel database is in the Virgin Islands, Guam, or the Northern Mariana Islands.

Form W-4, Employee's Withholding Allowance Certificate, coded as a territorial income tax document should be entered in PRES Program DP140, State Income Tax Certificate, to establish an employee's withholding. If a tax document is not processed at the time of accession, withholding will be made on the basis of single with zero exemptions until the employee processes a W-4.

Withholdings for the Virgin Islands are reported directly to the Virgin Islands government. Withholdings for Guam and the Northern Mariana Islands are reported to the Commissioner of Internal Revenue, Washington, D.C. who remits the proceeds to the territorial governments.

A new W-4 can be processed at any time to change an employee's exemption status. If the employee's duty station changes a new tax document should be processed for the appropriate territory.

Exemption From Federal Income Tax When Having Territorial Income Tax Withheld

Employee's having income tax withheld for the Virgin Islands, Guam, and the Northern Mariana Islands *may* be exempt from Federal income tax withholding. Contact the appropriate territorial taxing authority to determine if the employee is exempt from Federal income tax.

If the employee is qualified to be exempt, a W-4 must be processed in DP130, Federal Income Tax Certificate, coding the Total Number Of Allowances Claimed field with ***XT***. A new W-4 must be processed before February 15 each tax year or the employee's database record will be automatically adjusted to show that the employee is subject to Federal income tax and withholding will begin in the first pay period of the new tax year.

Computation Of Territorial Income Tax

The Federal income tax formula is used to compute the territorial income tax for the Virgin Islands, Guam, and the Northern Mariana Islands but the proceeds are remitted to the respective governments.

Change in Duty Station For Territorial Income Tax

If an employee's duty station changes from the Virgin Islands, Guam, or the Northern Mariana Islands, to a state within the United States, a W-4 must be entered in DP130, Federal Income Tax Certificate, to begin Federal income tax withholding.

Territorial Income Tax Formulas

See Title 1, Chapter 28, Section 2, Tax Formulas, for the territorial income tax formulas.

Verifying Territorial Income Tax Data

Use the following resources to verify Document Type 140:

- PINQ Programs:

  32, Payroll Listing

  64, PACS State Tax
- IRIS Program **105**, State Tax
- The Listing of Personnel Error Messages Report listed as Document Type **130**.
- TMGT Table **009**, State Tax Name and Address
- Statement of Earnings and Leave (AD-334) and EARN

Foreign Country Income Tax/Republic Of Panama

Foreign country income tax data is entered on PRES Program DP140, State Income Tax Certificate. This screen is used (1) to establish or change an employee's foreign country income tax withholding code, and (2) to establish or change an additional withholding amount.

A foreign country and the Secretary of the Treasury must have entered into an agreement for the mandatory withholding of a tax before withholding may begin. Currently, the Republic of Panama is the only foreign country income tax being withheld by NFC. In order for the Republic of Panama income tax to be withheld, the employee's duty station in the database must be Panama.

Foreign country tax data should be established at the time of the accession personnel action or at the time an employee changes duty stations. If at the time these actions are processed the employee has not filed the appropriate foreign country tax certificate, withholding will automatically begin at the rate of Single with no exemptions.

Exemption From Federal Income Tax When Having Foreign Country Income Tax Withheld

Employees whose duty station is in the Republic of Panama *may* be exempt from Federal income tax withholding. If so, Form W-4, Employee's Withholding Allowance Certificate, must be processed in PRES Program DP130, Federal Income Tax Withholding, coding the employee exempt. A new certificate must be processed prior to February 15 of each year to ensure the employee's exempt status for Federal income tax. For additional information, refer to the section on Federal Income Tax Certificate in this chapter.

Foreign Country Income Tax Formulas

See Title 1, Chapter 28, Section 2, Tax Formulas, for the foreign country income tax formulas.

Verifying Foreign Country Income Tax Data

Use the following resources to verify Document Type 140:

- PINQ Programs:

  32, Payroll Listing

  64, PACS State Tax
- IRIS Program **105,** State Tax
- The Listing of Personnel Error Messages Report listed as Document Type **150**
- TMGT Table **009**, State Tax Name and Address
- Statement of Earnings and Leave (AD-334) and EARN

Entering State/Territorial/Foreign Country Income Tax Data

To select this document type, key in ***140*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document type screen. Press [Enter]. The State Income Tax Certificate screen (**Figure 29**) is displayed.

Adding The Document Type To The PACT/PRES Database. To add a State Income Tax Certificate, complete the key data fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

1 State Tax Withholding State Code *(required, numeric field; 2 positions).* Key in the duty station state code (or residence state if the duty station has been waived).

2 Total Number Of Allowances *(required, alphanumeric field; 3 positions).* Key in the allowance code based on the individual state formula. For special coding instructions, refer to the individual state section.

If the employee is exempt from state tax due to limited earnings, key in ***ONL***. If the employee completes a certificate of nonresidence, key in ***WAV***, then enter (on another State Income Tax Certificate screen) the state tax certificate for the residence state. To cancel a previous state tax certificate, key in ***CAN***.

3 Additional Amount *(optional, numeric field; max. of 5 positions).* Key in the amount in dollars and cents to be withheld each pay period in addition to the amount withheld in accordance with the state tax formula.

California, Michigan, Illinois, and Puerto Rico

4 Additional Exemptions Claimed *(required numeric field; 2 positions).*

For California state tax, key in the number of additional exemptions claimed. If less than 10, precede with a zero. If no additional exemptions are claimed, key in ***00***.

For Michigan state tax, key in the number of special exemptions chosen for the employee and/or spouse from Line 13 on the MI-W4. Values must equal 00 through 06. If no special exemptions are claimed, key in ***00***.

For Illinois, key in the number of additional exemptions claimed. From Line 2 on the IL-4, enter the number of additional allowances chosen for the employee and/or spouse. Valid values are 00 through 99. If no additional exemptions are claimed, key in ***00***.

For Commonwealth of Puerto Rico income tax, key in the number of additional exemptions claimed. If the employee chooses the automatic method (Section C, Allowances Based on Deduction, on the exemption form), enter ***00***. If the employee chooses the optional method, enter the number of allowances. If less than 10, precede with a zero.

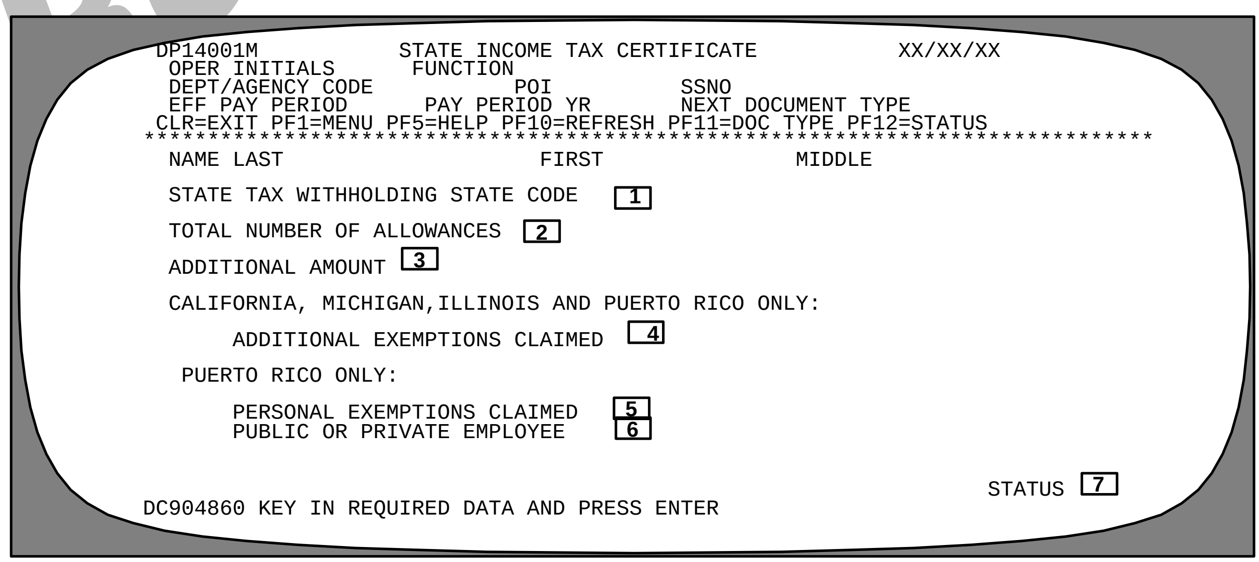


Figure 29. State Income Tax Certificate Screen

Taxes

Puerto Rico Only

5 **Personal Exemptions Claimed** *(required, numeric field, 1 position)*. Enter ***0*** in this field if the employee marked none in Section A, Personal Exemptions, of the exemption form. Enter ***1*** if the employee marked a “Complete” or “Half”. **Note:** Only Martial Status ***N*** can claim “Half” personal exemption.

6 **Public or Private Employee** *(required, numeric field, 1 position)*. Enter ***1*** for private employees who do not contribute to a government retirement system. Enter ***2*** for public employees who contribute to a government retirement system.

7 **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a State Income Tax Certificate for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type In The PACT/PRES Database. For instructions on changing, viewing, and deleting the document type, see **Employee Address (Doc. Type 349)**.

City Income Tax Certificate
(Doc. Type 150)

Document Type 150 is used to enter city tax information from the FMS-7311, Employee's Withholding Certificate for Local Taxes (City or County), or from a specific city tax form.

This screen is used to: (1) claim exemption from withholding, (2) voluntarily elect withholding, (3) authorize an additional withholding amount, (4) establish the city tax Total Number Of Allowances (if applicable), and (5) declare that more than 25% of annual compensation is for services performed outside the city.

City tax is withheld on a mandatory basis if the city taxing authority and the Secretary of the Treasury have entered into an agreement. This agreement allows for the mandatory withholding of city tax based on the employee's duty station city and/or residence city.

Withholding of city tax may be based on (1) duty station only, (2) residence only, or (3) both duty station and residence. This is determined by the city taxing authority. If an employee's duty station and residence have mandatory city taxes, the duty station city tax will take precedence.

Several cities that *do not* have agreements with the Secretary of the Treasury have been established for voluntary city tax withholding. City tax data must be processed for these cities to be withheld.

A city taxing authority must be established in TMGT Table 007, City Tax, City Name and Address, for the system to withhold a city tax from an employee's salary. This table contains all the city taxing authorities that are established in the database for withholding. This table also contains the city tax status (the basis for withholding, e.g., duty station, residence, duty station and residence, or voluntary), the valid state and city codes, the withholding agreement indicator (yes indicates the city has an agreement with Treasury and the tax is mandatory), and the address of the taxing authority. Refer to the TMGT procedure for additional details on this table.

Mandatory City Income Tax Withholding

City tax data is established at the time the accession personnel action is processed or when an employee changes duty station city or residence city. If the employee has not filed the appropriate city tax certificate, withholding will begin at the highest rate applicable to the city. Some city taxes are computed based on a percentage of gross wages or on a specific dollar amount designated by the city and do not require the declaration of exemption information. In these cases, the processing of city tax data in DP150 is not required.

City tax data *is* required in the following cases:

- if exemption status (Marital status and/or number of exemptions) is required in the computation of the tax
- if the employee is exempt from withholding
- if the employee authorizes additional withholding
- if the employee reduces the tax withholding by estimating a percentage of work performed outside the duty station city
- if the employee is voluntarily electing city tax.

Voluntary City Income Tax Withholding

An employee may voluntarily elect to pay city tax for the residence city if:

- the employee waives the mandatory duty station city tax (if allowed by the city)
- the residence city is recorded in the employee's database record
- the residence city is established in TMGT Table 007, City Tax, City Name and Address.

City Tax Additional Withholding

Employees may authorize an amount to be withheld from their salary each pay period in addition to the amount withheld in accordance with city tax formula. This dollar amount is entered in the Other Allowances field on DP150.

Waiver/Exemption From City Income Tax Withholding

If the city ordinance contains provisions which allow an employee to waive or claim exemption from the tax, an exemption certificate or FMS-7311 must be processed indicating the employee is not liable for the tax. ***XT*** must be entered in the Total Number of Allowances Claimed field on DP150. **Note:** This must be processed prior to the voluntary election of city tax.

Percentage Of Work Performed Outside Of Duty Station For City Income Tax

City tax data may be processed if the employee performs 25 percent or more of their work outside the duty station city and wishes to have the withholding amount reduced to the appropriate tax liability. A document must be processed in DP150 with the appropriate percentage in the Percent Of Annual Compensation field; otherwise, taxes will be withheld on the employee total wage amount.

Transferring City Income Tax Data

If an employee is transferring into the NFC Payroll/Personnel System or transferring from one Department to another within the NFC Payroll/Personnel System, the City-Tax-YTD field should be entered on DP031, Master File Change Document, to update the database with the city tax year-to-date paid with the prior Department. This prevents employees from overpaying tax for cities that have maximum annual tax amounts.

Changing City Income Tax Exemption Data

A city income tax certificate may be processed at any time to change an employee's city tax information.

If the employee's duty station city or residence city changes and the new location has an agreement with Treasury for mandatory withholding, a new city tax document should be processed. If a new city tax certificate is not processed, and the new location has a mandatory tax, withholding will be automatically established at the highest rate applicable for the city.

Verifying City Income Tax Data

Use the following resources to verify Document Type 150:

- PINQ Programs:

  32, Payroll Listing

  75, PACS City Tax

- IRIS Program **106,** City Tax
- The Listing of Personnel Error Messages Report listed as Document Type **150**.
- TMGT Table **007**, City Tax, City Name and Address, to verify which cities have been established in the database for withholding of city tax. This table contains the city tax status (the basis for withholding, e.g., duty station, residence, duty station and residence, or voluntary), the valid state and city codes, the withholding agreement indicator (yes indicates the city has an agreement with Treasury and the tax is mandatory), and the address of the taxing authority. Refer to the TMGT procedure for additional details on this table.
- Statement of Earnings and Leave (AD-334) and EARN

City Income Tax Formulas

See Title 1, Chapter 28, Section 2, Tax Formulas, for the city income tax formulas.

Entering City Income Tax Data

To select this document type, key in ***150*** in the Document Type/Next Page field on the PRES Menu or in the Next Page field at any document type screen. Press [Enter]. The City Income Tax Certificate screen (**Figure 30**) is displayed.

Adding The Document Type To The PACT/PRES Data Base. To add a City Income Tax Certificate, complete the key fields at the top of the screen as described in the section on PRES Key Fields. Then complete the remaining fields as follows:

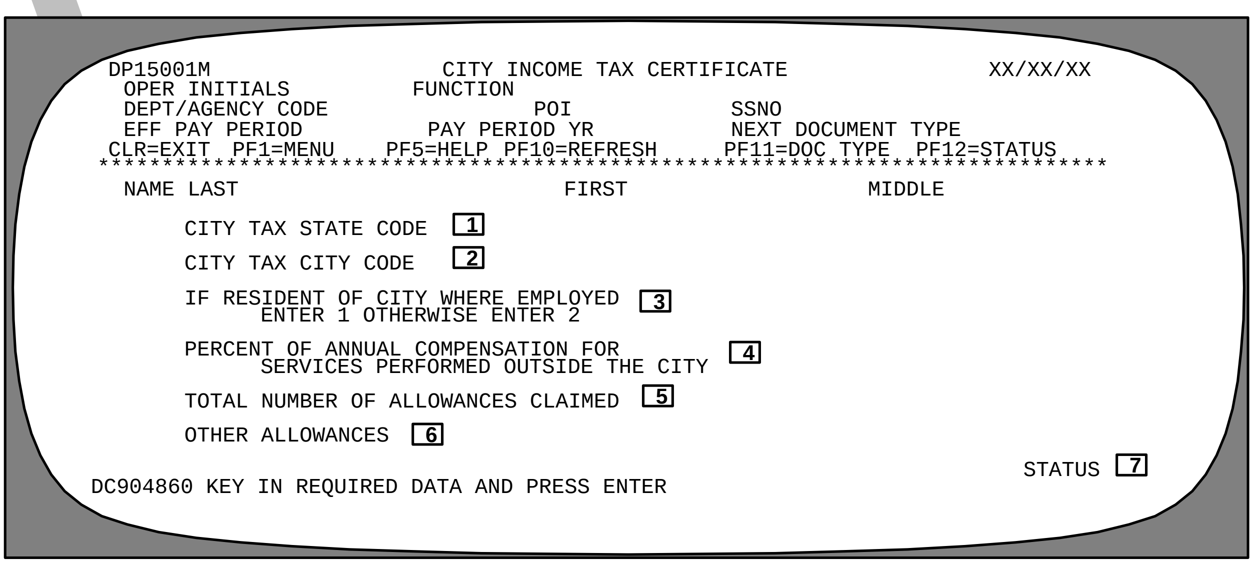


Figure 30. City Income Tax Certificate Screen

1 **City Tax State Code** *(required, numeric field; 2 positions)*. Key in the state code for the state in which the city is located.

2 **City Tax City Code** *(required, numeric field; 4 positions)*. Key in the city code for the city which the taxes are to be withheld.

3 **If Resident Of City Where Employed Enter 1 Otherwise Enter 2** *(required, numeric field, 1 position)*. If the employee resides in the city where employed, key in ***1***; otherwise,key in ***2*** to indicate the employee is a nonresident of the duty station.

4 **Percent Of Annual Compensation For Services Performed Outside The City** *(optional, numeric field; 2 positions)*. If the employee performs 25 percent or more of the work outside the duty station city, key in the percentage of time spent outside the city.

5 **Total Number Of Allowances Claimed** *(required, alphanumeric field; max. of 3 positions)*. Key in the total number of allowances claimed. If the employee claims exempt, key in ***XT***.

6 **Other Allowances** *(optional, numeric field max. of 5 positions)*. Key in the amount in dollars and cents to be withheld in addition to the computed city income tax withholding. Leading zeros need not be entered (i.e. $10 = ***1000***; 50 cents = ***50***).

7 **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information on status codes refer to the section on **PRES Key Fields**.

Press[Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a City Income Tax Certificate for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type In The PACT/PRES Data Base. For instructions on changing, viewing, and deleting the document type, see **Employee Address (Doc. Type 349)**.

County Income Tax Certificate (Doc. Type 151)

Document Type 151 is used to enter county tax information from the FMS-7311, Employee's Withholding Certificate for Local Taxes (City or County), or from a specific county tax form.

This screen is used to: (1) claim exemption from withholding, (2) voluntarily elect withholding, (3) authorize an additional withholding amount, (4) establish the county tax Total Number Of Allowances (if applicable), and (5) declare that more than 25% of annual compensation is for services performed outside the county.

County tax is withheld on a mandatory basis if the county taxing authority and the Secretary of the Treasury have entered into an agreement. These agreements allow for the mandatory withholding of county tax based on the employee's duty station county and/or residence county. Withholding of county tax may be based on (1) duty station only, (2) residence only, or (3) both duty station and residence. This is determined by the county taxing authority. If an employee's duty station and residence have mandatory county taxes, the duty station county tax will take precedence.

Several counties that *do not* have agreements with the Secretary of the Treasury have been established for voluntary county tax withholding. County tax data must be processed in DP151 for these counties to be withheld.

A county taxing authority must be established in TMGT Table 008, County Tax, County Name and Address, for withholding of a county tax from an employee's salary. This table contains all the county taxing authorities that are established in the database for withholding. This table also contains the county tax status (the basis for withholding, e.g., duty station, residence, duty station and residence, or voluntary), the valid state and county codes, and the address of the taxing authority. Refer to the TMGT procedure for additional details on this table.

Mandatory County Income Tax Withholding

County tax data is established at the time the accession personnel action is processed or when an employee changes duty station county or residence county. If the employee has not filed the appropriate county tax certificate, withholding will begin at the highest rate applicable for the county.

Most mandatory county taxes are computed based on a percentage of gross wages and do not allow for the declaration of exemptions; therefore, the processing of county tax data in DP151 is not required. The exceptions are Clay and Greene counties in Indiana. A county tax certificate must be processed to declare a number of exemptions.

County tax data must be entered in DP151 in the following cases:

- if the employee is exempt from withholding
- if the employee wants to authorize additional withholding
- if the employee wants to reduce the amount of tax withholding by estimating a percentage of work performed outside the duty station county
- if the employee resides or works in Clay or Greene county in Indiana
- if the employee is voluntarily electing county tax withholding

Mandatory Maryland County Income Tax Withholding

The state of Maryland requires residents of the state to pay the appropriate county tax. The Maryland state income tax formula contains the computation for Maryland county tax, see the Maryland State Income Tax Information for more information. Since the Maryland State Income Tax formula contains the deduction for county tax, the processing of county tax data in DP151 is not required.

Voluntary County Income Tax Withholding

An employee may voluntarily elect to pay county tax for his residence county if:

- the residence county is established in TMGT Table 008, County Tax, County Name and Address
- the residence county is recorded in the employee's database record
- the employee waives any mandatory duty station county tax (if allowed by the county).

County tax data must be entered in DP151 for a voluntary withholding to begin.

Voluntary Pennsylvania And Indiana County Income Tax

Employees whose duty station or residence is located in certain Pennsylvania or Indiana counties may voluntarily elect county tax withholding.

For Pennsylvania counties, the employee must designate a specific dollar amount to be deducted each pay period. This dollar amount is entered in the Other Allowances field on DP151. For voluntary Indiana counties, a WH-4, Employee's Withholding Exemption And County Status Certificate, must be processed to declare a number of exemptions. If an employee is subject to mandatory withholding in another county, a waiver must be processed for the mandatory county before election can be made for the voluntary county. Refer to the Pennsylvania and Indiana counties formula following for a list of voluntary Pennsylvania and Indiana counties.

Transferring County Income Tax Data

If an employee is transferring into the NFC Payroll/Personnel System or transferring from one Department to another within the NFC Payroll/Personnel System, the County-T ax-YTD field should be entered on DP031, Master File Change Document, to update the database with the county tax year-to-date paid with the prior Department. This prevents employees from overpaying tax for counties that have maximum annual tax amounts.

Additional County Income Tax Withholding

Employees may authorize an amount to be withheld each pay period in addition to the amount withheld in accordance with county tax formula. This dollar amount is entered in the Other Allowances field on DP151.

Waiver/Exemption From County Income Tax Withholding

If the county ordinance contains provisions which allow an employee to waive or claim exemption from the tax, an exemption certificate or FMS-7311 must be processed indicating the employee is not liable for the tax. ***XT*** must be entered in the Total Number Of Allowances Claimed field on DP151. **Note:** This must be processed prior to the voluntary election of county tax if the employee has a mandatory withholding.

Percentage Of Work Outside Duty Station For County Tax

County tax data may be processed if the employee performs 25 percent or more of their work outside the duty station county and wishes to have the withholding amount reduced to the appropriate tax liability. A document must be processed in DP151 with the appropriate percentage in the Percent of Annual Compensation field; otherwise, taxes will be withheld on the employee total wage amount.

Changing County Income Tax Exemption Data

A new county income tax certificate may be processed at any time to change an employee's county tax information.

If the employee's duty station or residence changes and the new location has an agreement with Treasury for mandatory withholding, a new county tax document should be processed. All previously processed exemptions, additional withholdings, etc. will be removed and must be reprocessed, if applicable.

If a new county tax certificate is not processed, the database will check Table 008, County Tax, County Name and Address, to verify if the new location has a mandatory tax and establish withholding, if applicable.

Verifying County Income Tax Exemption Data

Use the following resources to verify Document Type 151:

- PINQ Programs:
  32, Payroll Listing
  82, PACS County Tax
- IRIS Program **107,** County Tax
- The Listing of Personnel Error Messages Report listed as Document Type **151**.
- TMGT Table **008**, County Tax, County Name and Address, to verify which counties have been established in the database for withholding of county tax. This table contains the county tax status (the basis for withholding e.g. duty station, residence, duty station and residence, or voluntary), the valid state and county codes, and the address of the taxing authority.
- Statement of Earnings and Leave (AD-334) and EARN.

County Income Tax Formulas

See Title 1, Chapter 28, Section 2, Tax Formulas, for the county income s.

Entering County Income Tax Exemption Data

To select this document type, key in ***151*** in the Document Type/Next Page field on the PRES Menu or in the Next Page field at any document type screen. Press [Enter]. The County Income Tax Certificate screen (**Figure 31**) is displayed.

Adding The Document Type To The PACT/PRES Data Base. To add a County Income Tax Certificate, complete the key fields at the top of the screen as described in the section on [PRES Key Fields](#). Then complete the remaining fields as follows:

1 County Tax State Code *(required, numeric field; 2 positions)*. Key in the state code for the state in which the county is located.

2 County Tax County Code *(required, numeric field; 3 positions)*. Key in the county code for the county which the taxes are to be withheld.

3 If Resident Of County Where Employed Enter 1 Otherwise Enter 2 *(required, numeric field, 1 position)*. If the employee resides in the county where employed, key in ***1***; otherwise, key in ***2*** to indicate the employee is a nonresident of the duty station county.

4 Percent Of Annual Compensation For Services Performed Outside The County *(optional, numeric field; 2 positions)*. If the employee performs 25 percent or more of their work outside the duty station county, key in the percentage of time spent outside the county.

5 Total Number Of Allowances Claimed *(required, alphanumeric field; max. of 3 positions)*. Key in the total number of allowances claimed. If the employee claims exempt, key in ***XT***.

6 Other Allowances *(optional, numeric field max. of 5 positions)*. Key in the amount in dollars and cents to be withheld in addition to the computed county income tax withholding. Leading zeros need not be entered. (i.e. $10 = ***1000***; 50 cents = ***50***). **Note:** If processing a voluntary county income tax certificate for one of the Pennsylvania counties, key in the amount in dollars and cents to be deducted each pay period.

7 Status *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information see [PRES Key Fields](#).

After keying in the data, press[Enter]. If the data passes system edits, the message *Document Successfully Added* is displayed.

- To add a County Income Tax Certificate for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process.

- To perform another function, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type In The PACT/PRES Data Base. For instructions on changing, viewing, and deleting the document type, see [Employee Address (Doc. Type 349)](#).

```
DP15101M             COUNTY INCOME TAX CERTIFICATE           XX/XX/XX
 OPER INITIALS       FUNCTION
 DEPT/AGENCY CODE            POI              SSNO
 EFF PAY PERIOD       PAY PERIOD YR           NEXT DOCUMENT TYPE
CLR=EXIT   PF1=MENU  PF5=HELP   PF10=REFRESH     PF11=DOC TYPE    PF12=STATUS
*******************************************************************************
 NAME LAST                      FIRST                  MIDDLE

     COUNTY TAX STATE CODE   1

     COUNTY TAX COUNTY CODE   2

     IF RESIDENT OF COUNTY WHERE EMPLOYED   3
          ENTER 1 OTHERWISE ENTER 2

     PERCENT OF ANNUAL COMPENSATION FOR       4
          SERVICES PERFORMED OUTSIDE THE COUNTY

     TOTAL NUMBER OF ALLOWANCES CLAIMED   5

     OTHER ALLOWANCES   6

                                                                  STATUS  7
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 31. County Income Tax Certificate Screen

Thrift Savings Plan

Thrift Savings Plan Election Form
(Doc. Type 125)

Document Type 125 is used to enter information from Form TSP-1, Thrift Savings Plan Election Form, for employees who elect to enroll, change, waive, or terminate their participation in the Thrift Savings Plan (TSP).

TSP is a retirement savings and investment plan for Federal employees. Employees covered by the Federal Employees' Retirement System (FERS)[1] and the Civil Service Retirement System (CSRS)[2] can contribute to TSP. The participant rules are different for FERS and CSRS employees. For detailed information regarding TSP, see the TSP Web site at *www.tsp.gov*.

Employees may elect to participate, change, or stop their contributions to the TSP during open season, as well as designate the 1-percent automatic agency contribution (FERS employees only). An open season is held every six months: April 15 - June 30 and October 15 - December 31.

Employees must use Form TSP-1, Thrift Savings Plan Election Form, as follows:

- To start or change contributions to TSP.
- Stop contributions to TSP.

Agencies must verify that the employee is eligible to participate or is participating in TSP before entering Form TSP-1 in PRES. If the employee is not eligible to participate in TSP and Form TSP-1 is processed, the action will reject to SINQ.

If the employee is submitting a Form TSP-1 for the first time, agencies must verify the TSP eligibility code recorded in the Payroll/Personnel System by accessing IRIS Program 118, Thrift Savings Data. The TSP eligibility code is established in the Payroll/Personnel System through the Personnel Action Processing System (PACT), the Entry, Processing, Inquiry, and Corrections System (EPIC), or an agency Front-End System Interface (FESI), when an accession or conversion personnel action is successfully processed. TSP eligibility codes indicate when and if an employee is eligible to participate in TSP. For detailed information on TSP eligibility codes, see the **PACT** or **EPIC procedure**.

The TSP eligibility code established through PACT, EPIC, or FESI will be replaced with TSP Eligibility Code 9 (FERS employees receiving the 1-percent basic Government contributions; CSRS and CSRS-Offset employees who are participating or have participated in TSP) when a FERS employee begins receiving the 1-percent basic Government contributions, or when a TSP-1 is initially processed for a CSRS/CSRS-Offset employee. Once established, the TSP Eligibility Code 9 will be permanently retained in the employee's TSP record (even if the employee terminates his/her TSP contributions). An employee's eligibility to again participate in TSP (following termination of the employee's TSP contributions) is determined by the TSP status code (see **TSP Status Codes**) and TSP status date.

Agencies should verify the TSP status code and TSP status date on IRIS Program 118 when TSP Eligibility Code 9 has been established in the Payroll/Personnel System.

TSP Status Codes

The TSP status code identifies whether or not an employee is eligible to participate in the TSP, and if eligible to participate, whether or not the employee has submitted a Form TSP-1 to authorize an agency to deduct (or to stop) TSP contributions from basic pay each pay period. The TSP status codes are defined as follows:

TSP Status Code E - Eligible. An employee is eligible to participate in TSP but has not submitted a Form TSP-1 to begin employee TSP contributions. A FERS employee coded E is eligible for the 1-percent basic Government contributions.

TSP Status Code W - Waiting to receive the agency 1-percent basic Government contribution. A FERS employee who is contributing to TSP but who is *not* yet

[1] FERS refers to the Federal Employees' Retirement System, as well as the Foreign Service Pension System and other equivalent Government retirement plans. (FERS employees are generally those hired on or after January 1, 1984.)

[2] CSRS refers to the Civil Service Retirement System, including CSRS Offset, the Foreign Service Retirement and Disability System, and other equivalent Government retirement plans.

eligible to receive the agency 1-percent basic Government contribution, as well as the agency matching funds.

TSP Status Code S - Stopped employee contributions. A FERS employee who terminates (stops) their own contributions to TSP before they become eligible to receive the agency 1-percent basic Government contribution, as well as the agency matching funds.

TSP Status Code Y - Yes (Contributing). An eligible employee has elected to participate in TSP (e.g., a Form TSP-1 submitted to have TSP contributions deducted from their salary each pay period). A FERS employee Coded Y is eligible for the agency 1-percent basic Government contribution, as well the agency matching funds.

TSP Status Code T - Terminates employee TSP contributions. An employee who terminates their contributions or who is required to terminate their contributions because they made a financial hardship in-service withdrawal. A FERS employee coded T is eligible for the agency 1-percent basic Government contribution.

TSP Status Code I - Ineligible. Employees with retirement coverage codes of **2**: **4** (except for reemployed annuitants who have an annuity code of 1, 4, or 5); **5**; **J**; or **X**. A FERS employee coded I is eligible to participate in TSP, but has not submitted Form TSP-1 to begin employee contributions, and is *not* yet eligible to receive the agency 1-percent basic Government contribution until the first or second TSP open season.

Note: When an employee's TSP status code is changed, the TSP status date reflects the effective date of the change. The TSP status date will *not* change if the employee elects to change the percentage rate or dollar amount of the employee TSP contributions.

Transferring TSP Data

When an employee transfers into the Payroll/Personnel System or transfers within Departments serviced by the USDA Payroll/Personnel System and has TSP contributions being withheld, the agency should abstract the TSP allocation data from the SF-75, Request for Preliminary Employment Data, and enter the data as a new enrollment to establish the information in the Payroll/Personnel System. Timely entry of TSP data from the SF-75 is important in order to prevent the interruption of an employee's participation in the TSP. When TSP data is not processed for the pay period of the effective date of transfer, Form AD-343, Payroll Action Request, must be submitted to NFC to adjust the TSP deductions for each pay period missed.

Correcting TSP Data

When an error in a previously submitted Form TSP-1 or TSP contributions is discovered, a new Form TSP-1 must be processed reflecting the required changes, and Form AD-343 must be submitted to NFC for adjustment. Refer to the **Error Correction Regulations, 5 CFR 1605** for guidance.

TSP Reference

Title 5, United States Code, Chapter 84, Federal Employees' Retirement System, Subchapter III, Thrift Savings Plan

Verifying TSP Data

Use the following resources to verify data on Document Type 125:

- IRIS Program **118**, Thrift Savings Data
- The Listing of Personnel Error Messages Report listed as Document Type **125**
- Statement of Earnings and Leave (AD-334)

Entering TSP Data

To select this document type, key in ***125*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document type screen. Press [Enter]. The Thrift Savings Plan Election Form screen (**Figure 19**) is displayed.

Adding The Document Type. To add a Thrift Savings Plan Election Form, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

$\boxed{1}$ **Place an (*) Next To Section Desired** *(required, alphanumeric field; 1 position).*

II-Enr olling or Changing Contribution.

III-Stopping Your Contribution.

Key in an asterisk (*****) next to the number of the section entered on Form TSP-1.

```
DP12501M          THRIFT SAVINGS PLAN ELECTION FORM              XX/XX/XX
 OPER INITIALS          FUNCTION
 DEPT/AGENCY CODE                POI             SSNO
 EFF PAY PERIOD          PAY PERIOD YR           NEXT DOCUMENT TYPE
CLR=EXIT    PF1=MENU  PF5=HELP  PF10=REFRESH   PF11=DOC TYPE    PF12=STATUS
********************************************************************************
 NAME LAST                         FIRST                   MIDDLE

 PLACE AN (*) NEXT TO SECTION DESIRED
[1]     II-ENROLLING OR CHANGING CONTRIBUTION
       III-STOPPING YOUR CONTRIBUTION

 SECTION II - IF SELECTED, ENTER ONE OF THE FOLLOWING
   CONTRIBUTION PERCENT                   [2]
   CONTRIBUTION AMOUNT

 SECTION IV
 IS THIS ELECTION FORM BEING PROCESSED DURING AN OPEN SEASON?  [3]

                                                               STATUS [4]
DC904874 KEY IN REQUIRED FIELDS AND PRESS ENTER TO ADD DOCUMENT
```

Figure 19. Thrift Savings Plan Election Form Screen

[2] Section II - If Selected, Enter One Of The Following.

- **Contribution Percent** *(required if the contribution is based on a percentage, numeric field; max. of 2 positions)***.** Key in the contribution percent in whole numbers (e.g., to enter 5%, key in ***5***).
- **Contribution Amount** *(required if the contribution is based on an amount, numeric field; max. of 3 positions)***.** Key in the contribution amount in whole dollars (e.g., to enter $10.00, key in ***10***).

Note: Participants must now submit contribution allocation requests directly to the TSP record keeper. For detailed information regarding TSP, see the TSP Web site at *www.tsp.gov*.

Section IV

[3] Is This Election Form Being Processed During An Open Season? *(required, alpha field; 1 position).* Key in ***Y*** (yes) if the TSP form being processed is during a TSP open season or ***N*** (no) if it is not being processed during a TSP open season.

[4] Status *(required, alpha field; 1 position)***.** Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Thrift Savings Plan Election Form for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

(reserved)

Thrift Savings Plan Catch-up Election Form (Doc. Type 126)

Document Type 126 is used to enter Thrift Savings Plan (TSP) "catch-up" contributions for participants age 50 and over. The TSP "catch-up" contributions are a supplement to the participant's regular employee TSP contributions and do not count against either the statuary contribution percentage limitations or the Internal Revenue Service (IRS) elective deferral limit for regular TSP contributions.

In order to be eligible to participate in the "catch-up" contributions, employees must meet the following criteria:

- Be in a pay status since contributions are made though payroll deductions.
- Be at least 50 years or older in the year the "catch-up" contributions are made.
- Not be in the 6-month non-contributing period following a financial hardship in-service withdrawal.
- Be contributing the maximum amount allowed according to TSP and/or IRS regulations.

TSP Catch-up Contribution Elections

Elections for TSP catch-up contributions are separate from the participant's election for regular TSP employee contributions. The participant can make a TSP catch-up contribution election at any time beginning in or after the year in which they turn age 50. **Note**: As specified by the Federal Retirement Thrift Investment Board the participant must make a new election each year. Please see the note below to understand when the TSP NFC recording year begins and ends.

TSP catch-up contributions are not subject to the open season rules, and more than one election may be made in any given year (so long as the annual catch-up limit is not exceeded). An election is to be made effective no later than the first full pay period following the agency's receipt of the election, and terminates with the last pay date of the year in which it applies, when the contribution limit is reached, whichever occurs first.

The TSP catch-up contribution amount can *only* be made in terms of a requested **whole dollar amount**, which will be deducted from the participant's basic pay **each pay period** until the first of the following conditions occurs:

- The annual catch-up limit is reached
- The calendar year ends
- The participant elects to stop the catch-up contributions

Note: For TSP catch-up contribution purposes, Calendar Year 2003 will be NFC's Tax Year 2003, which will include salary payments for Pay Period 16 through Pay Period 24, 2003. **Therefore, employees who wish to continue or start TSP catch-up contributions in Tax Year 2004 should submit a new Form TSP-1-C, Thrift Savings Plan Catch-up Contribution Election, for the processing of Pay Period 25, 2003**. Salary payments for Calendar Year 2004 (which is NFC's Tax Year 2004) will include Pay Period 25, 2003 through Pay Period 24, 2004.

There will be no matching government contributions associated with the "catch-up" contributions and the "catch-up" contributions will be allotted to the employee's TSP account in accordance with the employee's current allocations.

TSP Catch-up Contribution Limits

TSP catch-up contributions are not subject to the IRS elective deferral limits. However, these contributions are limited as follows: $2,000 for 2003. $3,000 in 2004, $4,000 in 2005, and $5,000 in 2006. Eventually in 2006, the percentage limitations on regular contributions will be eliminated and both Federal Employees Retirement System (FERS) and Civil Service Service Retirement System (CSRS) employees will be able to contribute up to $20,000 ($15,000 in regular contributions and $5,000 in "catch-up" contributions).

NFC entry systems will not check if an employee has already reached the IRS or TSP catch-up limit when Form TSP-1-C is entered. Therefore, agencies may wish to remind their employees about the TSP catch-up contributions year-to-date limits when they submit Form TSP-1-C.

There is an edit on the TSP catch-up contribution deduction amount to verify the amount is not over the prescribed limit and the Payroll/Personnel System will discontinue TSP catch-up contribution deductions once the TSP catch-up limit is reached. However, no notifications to the employee or personnel office will be given once the deductions have been stopped.

TSP Catch-up Contribution Terminations

Unlike regular TSP contributions, participants can stop or restart their TSP catch-up contributions at any time during the year without penalty. The termination of TSP catch-up contributions does not affect the participant's regular TSP contributions.

If a participant stops his/her regular TSP contributions, his/her TSP catch-up contributions must stop. **Note**: The Payroll/Personnel System will automatically stop the employee's TSP catch-up contributions in the same pay period that the employee's regular TSP contributions stop.

If the participant receives a financial hardship in-service withdrawal, his/her TSP catch-up contributions must stop along with the regular TSP contributions. **Note**: NFC's Manual Pay Section stops the contributions and notifies agencies when an employee begins receiving an in-service withdrawal. At the end of the 6-month non-contributing period, the employee will be notified by the TSP Service Office that he/she can again participate in TSP. To re-enroll in TSP, the employee must submit form TSP-1, Thrift Savings Plan Election Form, for regular TSP contributions and Form TSP-1-C for TSP catch-up contributions. For more information on the financial hardship in-service withdrawal, see Chapter 11, Nonautomated Processing.

For more information on TSP catch-up contributions, see the TSP Web site at *www.tsp.gov*.

Verifying TSP Catch-up Contributions Data

Use the following resources to verify data on Document Type 126:

- IRIS Program **118**, Thrift Savings Data
- PINQ Program **56**, PACS Thrift Savings
- The Listing of Personnel Error Messages Report listed as Document Type **126**
- Statement of Earnings and Leave (AD-334), EARN, and the Employee Personal Page

Entering TSP Catch-up Contributions Data

To select this document type, key ***126*** in the Document Type/Next Page field on the PRES Menu, Page 3, or in the Next Document Type field at any document type screen. Press [Enter]. The Thrift Savings Plan Catch-up Election Form screen (**Figure 20**) is displayed.

Adding The Document Type. To add a Thrift Savings Plan Catch-up Election Form document, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

1 **Place an (*) Next To Section Desired** *(required, alphanumeric field; 1 position)*. Key in an asterisk (*****) next to the action to be taken.

I-Enr olling

II- Changing Contribution

III-Stopping Your Contribution

2 **Contribution Amount** *(required, numeric field; 4 positions)*. Key in the amount to be deducted each pay period in whole dollars (e.g., to enter $50.00, key in ***0050***).

3 **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Thrift Savings Plan Catch-up Contributions document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

```
DP12601M        THRIFT SAVINGS PLAN CATCH UP ELECTION FORM          XX/XX/XX
  OPER INITIALS              FUNCTION
  DEPT/AGENCY CODE                    POI              SSNO
  EFF PAY PERIOD              PAY PERIOD YR            NEXT DOCUMENT TYPE
 CLR=EXIT    PF1=MENU  PF5=HELP  PF10=REFRESH   PF11=DOC TYPE    PF12=STATUS
********************************************************************************
  NAME LAST                           FIRST                   MIDDLE

  PLACE AN (*) NEXT TO SECTION DESIRED
   [1]  I-ENROLLING
        II-CHANGING CONTRIBUTION
        III-STOPPING YOUR CONTRIBUTION

  SECTION II
    CONTRIBUTION AMOUNT       [2]



                                                                  STATUS [3]
DC904874 KEY IN REQUIRED FIELDS AND PRESS ENTER TO ADD DOCUMENT
```

Figure 20. Thrift Savings Plan Catch-up Election Form Screen

TSP Loan Allotment Form
(Doc. Type 097)

Document Type 097 is used to enter information from Form TSP-22, Thrift Savings Plan Loan Payment Allotment Form, to establish, change, or delete a Federal Thrift Savings Plan (TSP) loan or a non-Federal TSP loan for an employee.

TSP participants can apply for loans from their TSP accounts. By law, loan application requests are restricted to the following:

- General purpose loans. General purpose loans can be obtained for any purpose. This repayment period for general purpose loans is from one to four years. Documentation to support requests for general purpose loans is not required.
- Residential loan. Residential loans can be obtained for the purpose of purchasing a primary residence. The repayment period for residential loans is from 1 to 15 years. Documentation to support requests for residential loans is required. (This requirement has not changed and is described in the January 1990 and August 1996 loan booklets.)

Amounts available for loans are limited to the participant's contributions to TSP and the earnings attributable to such contributions.

To apply for a loan, participants must complete Form TSP-20, Loan Application, and submit the completed form to the TSP Service Office.

Upon receiving the loan application, the TSP Service Office will send the participant a loan package. Each package will include:

- TSP-21, Thrift Savings Plan Loan Agreement/Promissory Note
- TSP-21-R, Residential Loan Documentation Form, for residential loans only. The participant must provide copies of the purchase contract, settlement sheet, or other documents to show the cost of the residence.
- TSP-22, Loan Payment Allotment Form

If the terms of the loan are not acceptable by the participant, the loan agreement may be canceled by checking the appropriate block on the TSP-21. This form should be returned to the TSP Service Office within 45 days.

If the terms of the loan are acceptable by the participant, the forms are completed and returned to the TSP Service Office within 45 days. These forms must be accompanied by supporting documentation.

If the loan is approved by the TSP Service Office, a check will be issued to the participant. The TSP-22 with the applicant's signature will be sent to the payroll office for processing.

It is NFC's responsibility as the payroll office for its Payroll/Personnel System users, to enter the TSP-22 into PRES Document Type 097, TSP-22 TSP Loan Allotment Form.

Once the TSP-22 is processed, it is forwarded to the appropriate personnel office. An acknowledgement notice is also provided to the TSP Service Office verifying that Form TSP-22 was received and processed.

Non-Federal Thrift Savings Plan Loans

Those users having non-Federal thrift savings plans may access this PRES program to establish, change, or delete non-Federal TSP Loans. For information on non-Federal TSP loans, refer to your agency procedures.

TSP Loan References

Title 5, United States Code, Chapter 84, Federal Employees' Retirement System, Subchapter III, Thrift Savings Plan.

Thrift Savings Plan Loan Program booklet (BK04), revised April 1997.

Verifying TSP Loan Data

Use the following resources to verify data on Document Type 097:

- PINQ Program **32**, Payroll Listing

Note: The amount deducted for TSP loans will be shown in the Fin Org field on PINQ Program 32. If the employee also has savings allotment(s) being withheld, the amount of the allotment(s) are added together with the TSP loan deduction amount which results in the amount shown on PINQ Program 32.

- IRIS Program **120**, Thrift Savings Loans
- The Listing of Personnel Error Messages Report listed as Document Type **097**
- Statement of Earnings and Leave (AD-334)

Entering TSP Loan Data

To select this document type, key in ***097*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document type screen. Press [Enter]. The TSP Loan Allotment Form screen (**Figure 21**) is displayed.

Adding The Document Type. To add a TSP Loan Allotment Form, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

1 **Transaction Code** *(required, alpha field; 1 position)***.** Key in the transaction code. Valid values are ***A*** (add), ***C*** (change), and ***D*** (delete).

2 **Account Number** *(required, alphanumeric field; max. of 17 positions)***.** Key in the TSP loan allotment account number established for the TSP loan.

3 **Allotment Per Pay Period** *(required, numeric field; max. of 6 positions).* Key in the amount to be deducted each pay period in dollars and cents (e.g., to enter $125.50, key in ***12550***).

4 **Verify Allotment Amount** *(required, numeric field; max. of 6 positions)***.** Key in the amount to be deducted each pay period in dollars and cents for verification.

5 **Number Of Payments** *(required, numeric field; max. of 3 positions)***.** Key in the number of payments required to repay the loan. For Federal TSP loans the number of payments must be between 24 and 390.

6 **Which Plan Is Being Repaid?** *(required, alpha field; 1 position).*

Place an Asterisk (*) Next to Correct Plan

- **Federal TSP.** Key in an asterisk (*) in this field if the loan being repaid is a Federal TSP loan.
- **Non Federal TSP.** Key in an asterisk (*) in this field if the loan being repaid is a non-Federal TSP loan.

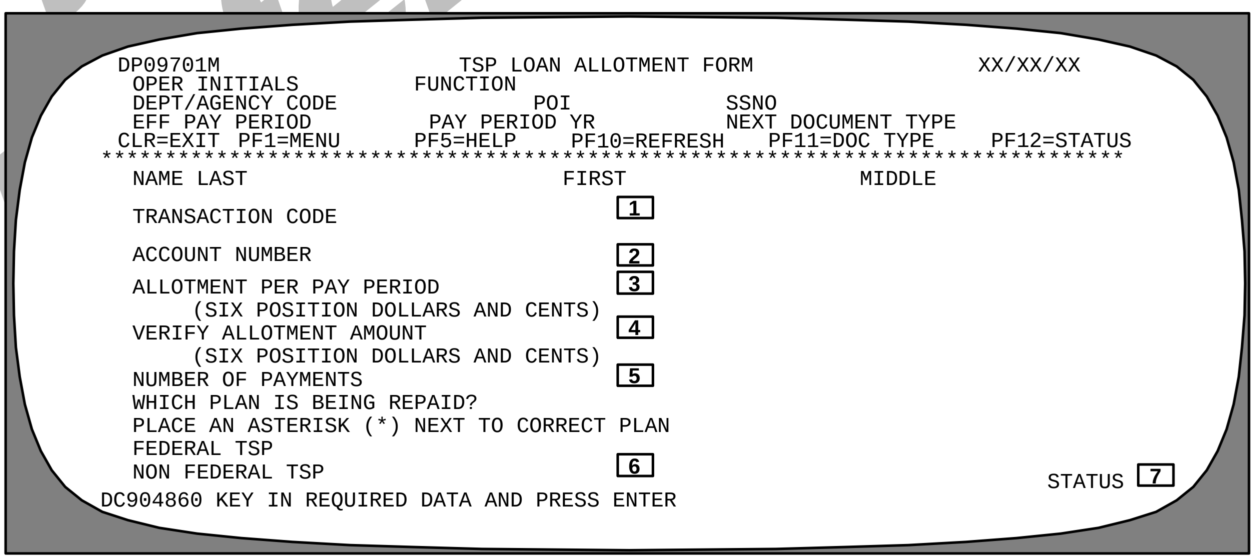
7 **Status** *(required, alpha field; 1 position).* Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a TSP Loan Allotment Form for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).


```
DP09701M              TSP LOAN ALLOTMENT FORM                XX/XX/XX
 OPER INITIALS          FUNCTION
 DEPT/AGENCY CODE                POI           SSNO
 EFF PAY PERIOD          PAY PERIOD YR         NEXT DOCUMENT TYPE
CLR=EXIT  PF1=MENU      PF5=HELP    PF10=REFRESH   PF11=DOC TYPE    PF12=STATUS
*********************************************************************************
 NAME  LAST                           FIRST                   MIDDLE

 TRANSACTION CODE                     1

 ACCOUNT NUMBER                       2

 ALLOTMENT PER PAY PERIOD             3
      (SIX POSITION DOLLARS AND CENTS)
 VERIFY ALLOTMENT AMOUNT              4
      (SIX POSITION DOLLARS AND CENTS)
 NUMBER OF PAYMENTS                   5
 WHICH PLAN IS BEING REPAID?
 PLACE AN ASTERISK (*) NEXT TO CORRECT PLAN
 FEDERAL TSP
 NON FEDERAL TSP                      6
                                                              STATUS 7
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 21. TSP Loan Allotment Form Screen

Non-Federal Thrift Savings Plan Form
(Doc. Type 104)

Document Type 104 is used to enter non-Federal thrift savings plan (TSP) data.

The non-Federal Thrift Savings Plan (TSP) is a retirement savings and investment plan for certain eligible employees. For further detailed information regarding non-Federal TSP, refer to your agency's publications.

Verifying Non-Federal TSP Data

Use the following resources to verify data on Document Type 104:

- IRIS Program **118**, Thrift Savings Data
- The Listing of Personnel Error Messages Report listed as Document Type **104**
- Statement of Earnings and Leave (AD-334)

Entering Non-Federal TSP Data

To select this document type, key in ***104*** in the Document Type/Next Page field on the PRES Menu, Page 2, or in the Next Document Type field at any document type screen. Press [Enter]. The Non-Federal Thrift Savings Plan Form screen (**Figure 22**) is displayed.

Adding The Document Type. To add a Non-Federal Thrift Savings Plan Form, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

1 **Transaction Code** *(required, numeric field; 1 position)*. Key in the transaction code. Valid values are ***1*** (new enrollment), ***3*** (cancel), ***4*** (change), and ***5*** (non-participating).

2 **Plan Code** *(required, numeric field; 2 positions)*. Key in the plan code. Valid values are:

Agency	Plan Code	Name
ARC/FCA/ FCSIC/FDIC/ OCC	***05***	Catch-Up Contributions for Individuals Age 50 or Over
FDIC	***04***	T. Rowe Price - eligible for immediate participation in employee contributions
FDIC	***13***	T. Rowe Price
OCC	***75***	401(k)
ARC	***77***	401(k) non-matching agency contributions
	78	401(k) matching agency contributions
FCA/FCSIC	***79***	401(k).

3 **Enter One Of The Following**:

- **Deduction Amount** *(required if the contribution is based on an amount, numeric field; max. of 3 positions).* Key in the amount to be deducted each pay period in whole dollars (e.g., to enter $50.00, key in ***50***). **Note**: A deduction amount must be entered for Plan Code ***05***.

or

```
DP10401M         NON-FEDERAL THRIFT SAVINGS PLAN FORM              XX/XX/XX
 OPER INITIALS           FUNCTION
 DEPT/AGENCY CODE                POI              SSNO
 EFF PAY PERIOD           PAY PERIOD YR           NEXT DOCUMENT TYPE
CLR=EXIT  PF1=MENU       PF5=HELP   PF10=REFRESH   PF11=DOC TYPE     PF12=STATUS
********************************************************************************
 NAME LAST                          FIRST                  MIDDLE

 TRANSACTION CODE                1

 PLAN CODE                       2

 ENTER ONE OF THE FOLLOWING
     DEDUCTION AMOUNT
         OR                      3
     DEDUCTION PERCENT

 EFFECTIVE DATE                  4


                                                                   STATUS  5
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 22. Non-Federal Thrift Savings Plan Form Screen

- **Deduction Percent** *(required if the contribution is based on a percentage, numeric field; max. of 5 positions)*. Key in the deduction percent as identified below. **Note**: A deduction percent cannot be entered for Plan Code ***05***.

Plan Code	Percent
04 and ***13***	***01*** through ***10***
75	***01*** through ***10***
77	***01*** through ***19***
78	***00*** through ***19***
79	***01*** through ***12***

4 **Effective Date** *(required, numeric field; 6 positions)*. Key in the effective date of the non-Federal TSP in month, day, and year order.

5 **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Non-Federal Thrift Savings Plan Form for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

Insurance

Health Benefits Registration Form
(Doc. Type 180)

Document Type 180 is used to input the Health Benefits Registration Form, (SF-2809) to establish information in the Payroll/Personnel database regarding an employee's health benefits. Employees have up to 31 days from their entry on duty date to either enroll in a plan or waive enrollment.

Before the FEHB data can be entered, FEHB Coverage Code 4, Eligible - Pending, must be established through PACT in the employee's database salary record, IRIS Program 115, Health Benefits. CULPRPT Report P0059, Employees With FEHB Eligibility Pending, lists new employees with FEHB Coverage Code 4. These employees have not yet registered to either enroll or waive FEHB enrollment. Personnel offices should run this report each pay period and remind the employees to register before the end of the 31-day eligibility period.

After the SF-2809 has successfully processed, the Payroll/Personnel database is updated with the appropriate FEHB coverage code. If the form is processed during the same pay period as the accession personnel action, the selected code is shown on the output SF-50-B. FEHB deductions begin during the pay period in which the SF-2809 is processed and applied to the Payroll/Personnel database.

Once this document is processed, the Payroll/Personnel System generates the carrier copies which are immediately sent to the carrier from the payroll office. This assists the carriers in issuing new identification cards. The POI should destroy the new carrier copy, old carrier copy, and the payroll office copy of the SF-2809. Distribute the remaining copies in accordance with agency instructions. Do not send to NFC.

Specific enrollment codes are assigned by the Office of Personnel Management (OPM). These codes consists of three numbers; the first two identify the plan and the third identifies the option and type of enrollment. Therefore, if selecting Enrollment Code 102, 10 indicates the Service Benefit Plan, and 2 indicates high option for self and family.

Proration Of Health Benefits

When a new employee enters on duty in the middle of a biweekly pay cycle from another Federal department having a different biweekly pay cycle, the employee is not charged for benefits from both departments. The Payroll/Personnel System automatically adjusts the employee's FEHB on a prorated basis based on the effective date. The cost for part-time career employees is also prorated depending on agency regulations. If an employee has a dual appointment, both agencies contribute to the cost of FEHB.

Temporary Employment Relating To Health Benefits

Certain temporary employees are eligible to participate in FEHB. Agencies must verify the employee's eligibility for FEHB coverage. The Payroll/Personnel System produces Report AEC037U4, Temporary Employees--FEHB Coverage Eligibility, to identify eligible temporary employees. Agencies should supply them with the Enrollment Information Guide And Plan Comparison Chart, RI 70-5, and the SF-2809. The Payroll/Personnel System generates the effective date of the appointment as the Service Computation Date (SCD) for FEHB eligibility.

If the FEHB SCD requires an adjustment, the agency must complete the FEHB-TEMP-SCD field in PRES Program DP120, Multielement Update Document. See the **Miscellaneous Data Elements** section of this chapter for additional information on the Multielement Update Document. To verify the FEHB-Temp-SCD recorded in the Payroll/Personnel database, use IRIS Program 115.

LWOP And FEHB Premiums

There are two cases when employees on LWOP should not be billed for health benefits premiums.

1. LWOP awaiting approval of Office of Workers' Compensation Program (OWCP) claim, and the application is approved.

In PACT, Nature of Action Code (NOAC) 460, LWOP NTE, must be used with Authority Code Q3K for a bill not to be generated to the employee. After the NOAC is processed the agencies should verify that the **Current Employment Status** is Coded 7 in the employee's database salary record IRIS Program 102, Dates & Misc Sal/Pers Data.

2. LWOP awaiting Office of Personnel Management (OPM) approval of disability retirement and the application is approved.

In PACT, Nature of Action Code 976, Preliminary Disability Retirement, must be used with Remarks Code 211, LWOP Pending Approval of Disability for a bill not to be generated to the employee. The agencies should verify that the **Current Employment Status** is Coded 8 in the employee's database salary record IRIS Program 102.

If a personnel action was processed for LWOP in excess of 30 days, timekeepers should not submit a T&A report. A bill is generated for the health benefits premiums if T&A's are submitted. For detailed information, see the **Time and Attendance Reporting procedure**.

If an employee in nonpay status chooses not to pay their share of the health benefits premium before returning to work, the payroll office sends a letter to the employee indicating the amount owed. (See the Indebtedness procedure.) Either the entire amount may be paid or an additional premium will be automatically deducted each pay period, in addition to the regular premium deduction, until the debt is repaid.

If an employee separates from an agency owing FEHB premiums, the amount due will be withheld from the employee's final salary. If this amount is insufficient, it will be considered an indebtedness due the United States. Recovery of the funds are made from any lump sum payment due the employee, retirement deductions, annuities, or other monies owed to the employee by the Federal Government.

Changing SF-2809 Data

The SF-2809 is used to correct and change enrollment data. Various sections of the form are completed depending on the particular situation and reason for submitting the form. Input only those portions completed by the employee.

If FEHB Coverage Code 1, enrolled, is displayed in IRIS Program 115. without an enrollment code, the Fringe Benefits Processing Unit must be contacted to change the code to Coverage Code 4, Eligible - Pending. Once the change is effected (the next day), the agency personnel office should enter the SF-2809.

When making corrections to a previously processed SF-2809, agencies should specify in the Remarks field the reason for the correction (e.g., erroneously enrolled in Enrollment Code 102 should have been Enrollment Code 104).

When correcting an enrollment code, use Transaction Code 5, Change, and Event Code 2, Correction. This is the only type of correction that can be made through PRES. All other corrections (e.g., correcting effective date) must be sent to the payroll office. The correction should be indicated in the Remarks block of the SF-2809.

An employee may cancel FEHB enrollment at any time by completing and submitting an SF-2809 to the agency personnel office. The losing carrier is notified and the cancellation becomes effective on the last day of the pay period in which the SF-2809 is received in the personnel office.

FEHB Open Season

All open season data should be entered as early as possible. The data will be retained in FINQ until processing for the designated effective pay period.

If an employee plans to retire and requests an open season change on or before the effective date for an open season enrollment period, do not enter the SF-2809 in the Payroll/Personnel System. Include the SF-2809 with the employee's retirement package. The employee should complete the SF-2809 but the agency certifying office should only initial and date Part G to show timely submission. The name of the agency and the signature of its certifying officer should not appear on the SF-2809. OPM uses the SF-2809 to complete the processing of the employee's retirement request. Also include an SF-2810, Notice of Change in Health Benefits Enrollment, with the employee's retirement package to transfer health benefits from the Payroll/Personnel System to OPM.

Former Spouse Health Benefits Enrollment

The former spouse must have been covered as a family member under the employee's FEHB enrollment within an 18-month period prior to the divorce/annulment in order to be eligible for either of the two available programs.

There are two programs under which qualifying spouses may continue their health insurance coverage after a divorce/annulment. They are:

- The Civil Service Retirement Spouse Equity Act of 1984 (Spouse Equity), Public Law (P.L.) 98-615. Under Spouse Equity, 100 percent of the premium is paid by the enrollee. To be eligible for Spouse Equity, the former spouse must be eligible for a portion of the employee's annuity based on a qualifying court order, a survivor's annuity based on a qualifying court order, or a survivor's annuity elected by the employee. This coverage does not expire unless the former spouse remarries before age 55, the former spouse dies, the employee dies and no survivor annuity is payable, or a refund of retirement funds is paid to the separated employee whose service the health benefits are based.
- The Federal Employees Health Benefits Amendments Act of 1988, commonly known as Temporary Continuation of Coverage (TCC), P.L. 100-654. Under TCC, 100 percent of the

premium plus 2-percent administrative fee is paid by the enrollee. This coverage is available for up to 36 months after the date of the divorce/ annulment.

Note: It is the responsibility of the employee to inform the agency of the divorce/annulment. When the divorce/ annulment is finalized, the employee is required to remove a spouse as a dependent from the FEHB enrollment. Even though the employee may be required by the judge's decree to maintain health insurance coverage for his/her ex-spouse, it is fraudulent to continue o carry an ex-spouse as a dependent on the existing enrollment. The employee may be held liable for any claims made on the policy by the former spouse.

The employee of the former spouse has 60 days from the divorce/annulment date to notify the employing office of the change in family status. OPM approves eligibility for Spouse Equity; agency personnel offices approve eligibility for TCC. Former spouses may apply for TCC while waiting for OPM to approve Spouse Equity. An SF-2809 must be submitted to the employing office.

After OPM and/or the agency determines eligibility and submits the necessary documentation, the Direct Premium Remittance System (DPRS) at NFC handles billings and collections of premiums and notifies the carriers.

Direct Premium Remittance System (DPRS)

DPRS is a centralized automated system for collecting premiums from eligible non-Federal enrollees who elect to participate in the FEHB (e.g., former spouses). Agency personnel offices should refer to Title III, Billings And Collections Manual, Chapter 5, Direct Premium Remittance System (DPRS), procedure in completing the SF-2809. Forward the SF-2809 and related documents to:

USDA NFC
DPRS Billing Unit
P.O. Box 61760
New Orleans, LA 70161-1760

Verifying SF-2809 Data

Use the following resources to verify data on Document Type 180:

- IRIS Program **115**, Health Benefits
- The Listing of Personnel Error Messages Report listed as Document Type **180**
- TMGT Tables:
  - **012**, Health Benefit Rates
  - **015**, State Code and ZIP Range
- Statement of Earnings and Leave (AD-334) and EARN

Entering SF-2809 Data

To select this document type, key in ***180*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document input screen. Press [Enter]. The Health Benefits Registration Form, Screen 1 (**Figure 23**) is displayed.

Adding The Document Type. To add a Health Benefit Registration Form document, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

1 **Transaction Code** *(required, numeric field; 1 position)*. Key in the transaction code. Valid values are:

- ***1*** - New enrollment-new hire or open season
- ***3*** - Waived-new hire
- ***5*** - Change when the enrollment is changed because of (1) open season, (2) marital status changes from self to family or vice versa within the same plan, or (3) enrollment is rejected by the carrier.
- ***6*** - Cancellation by employee

2 **Event Code** *(required, numeric field; 1 position)*. Key in the event code. Valid values are ***1*** (open season), ***2*** (correction), ***5*** (new enrollment), and ***6*** (other).

3 **Are You Married? Y Or N** *(required, alpha field; 1 position)*. Key in either ***Y*** (yes) or ***N*** (no).

4 **Daytime Phone Number** *(required, numeric field; 10 positions)*. Key in the area code and phone number where the employee can be reached during the daytime.

```
DP18001M     HEALTH BENEFITS REGISTRATION FORM           XX/XX/XX
 OPER INITIALS       FUNCTION
 DEPT/AGENCY CODE             POI          SSNO
 EFF PAY PERIOD        PAY PERIOD YR       NEXT DOCUMENT TYPE
CLR=EXIT PF1=MENU PF5=HELP PF10=REFRESH PF11=DOC TYPE PF12=STATUS
********************************************************************************
 NAME LAST                     FIRST              MIDDLE
 TRANSACTION CODE [1]   EVENT CODE [2]   ARE YOU MARRIED? Y OR N  [3]
 DAYTIME PHONE NUMBER [4]
 ENROLLMENT CODE [5]                              DATE OF        REL
 NAME(S) OF FAMILY MEMBERS           ZIP CODE      BIRTH    SEX CODE SSNO
         [6]                           [7]          [8]     [9]  [10] [11]

OTHER INSURANCE INFORMATION
 MEDICARE A [12]   MEDICARE B [13]    CHAMPUS  [14]
 OTHER PRIVATE   [15]
PART C « NUMBER OF EVENT THAT PERMITS CHANGE [16]  DATE OF EVENT   [17]
PART F « DATE DOCUMENT SIGNED  [18]
PF7=SCREEN 1 PF8=SCREEN 2 PF9=SCREEN 3 ENTER=PROCESS
                                                             STATUS [19]
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 23. Health Benefits Registration Form, *Screen 1*

[5] **Enrollment Code** *(required, alphanumeric field; 3 positions)*. Key in the OPM-assigned enrollment code (TMGT Table 012).

The following fields: Nos. [6] through [11] should be completed if the employee is electing the family plan. These fields relate to each family member.

[6] **Name(s) Of Family Members** *(required, alphanumeric field; max of 35 positions)*. Key in the name(s).

Enter the family member's last and first names only, separated by a space (e.g., SMITH JOHN). **Note**: Do not enter a middle name or middle initial.

If the family member's last name contains a suffix, (Jr., Sr., III, etc.) the Last Name should be followed by a comma (","), the suffix, a space, and then the First Name (e.g., SMITH,Jr JOHN).

Note: A maximum of 16 names may be entered. Five names may be entered on this screen. Press [PF9] to access additional screens.

[7] **ZIP Code** *(optional, alphanumeric field, max. of 9 positions)*. Key in the ZIP Code only if it is different from the employee's (TMGT Table 015).

[8] **Date Of Birth** *(required, numeric field; 6 positions)*. Key in the date of birth in month, day and year sequence.

[9] **Sex** *(required, alpha field; 1 position)*. Key in the sex code. Valid values are ***M*** (male) or ***F*** (female).

[10] **Rel Code** (Relationship Code) *(required, numeric field; 1 position)*. Key in the relationship code. Valid values are ***1*** (spouse), ***2*** (unmarried dependent child under age 22 - including an adopted child), ***3*** (step child, foster child, or recognized child), and ***4*** (unmarried disabled child over age 22 incapable of self support).

[11] **SSNO** (Social Security Number) *(optional, numeric field; 9 positions)*. Key in the social security number.

Other Insurance Information: Complete the following four fields: Nos. [12] through [15] if the employee or any eligible family member has any group health insurance coverage other than a FEHB plan.

[12] **Medicare A** *(required, alpha field; 1 position)*. Key in ***Y*** (yes) if enrolled in medicare hospital insurance or ***N*** (no) if not enrolled.

[13] **Medicare B** *(required, alpha field; 1 position)*. Key in ***Y*** (yes) if enrolled in a supplementary medicare hospital insurance of ***N*** (no) if not enrolled.

[14] **CHAMPUS** (Civilian Health and Medical Program of the Uniformed Services) *(required, alpha field; 1 position)*. Key in ***Y*** (yes) if enrolled in CHAMPUS or ***N*** (no) if not enrolled.

[15] **Other Private** *(optional, alphanumeric field; max. of 35 positions)*. Key in the name of any other insurance company if enrolled.

[16] **Part C - Number Of Event That Permits Change** *(required, numeric field; 2 positions)*. Key in the applicable event number as listed on the instructions for the SF-2809.

[17] **Date Of Event** *(required, numeric field; 6 positions)*. Key in the event date in month, day, and year sequence.

```
DP18002M     HEALTH BENEFITS REGISTRATION FORM (CONTD)    XX/XX/XX
 OPER INITIALS        FUNCTION
 DEPT/AGENCY CODE           POI          SSNO
 EFF PAY PERIOD       PAY PERIOD YR      NEXT DOCUMENT TYPE
CLR=EXIT PF1=MENU PF5=HELP PF10=REFRESH PF11=DOC TYPE PF12=STATUS
*******************************************************************************
 NAME LAST                     FIRST                 MIDDLE
PART G « DATE RECEIVED IN EMPLOYING OFFICE [20]
         EFFECTIVE DATE OF ACTION
                  NAME  LAST           [21]     FIRST        PHONE NUMBER
PERSONNEL CONTACT          [22]                  [23]             [24]
AUTHORIZED AGENCY OFFICIAL PHONE NUMBER     [25]
REMARKS

     [26]
IS THIS A RETROACTIVE ADJUSTMENT FOR AN EMPLOYEE NOT PREVIOUSLY
 ENROLLED IN FEHB? [27]   TEMPORARY EMPLOYEE « PAY FULL PREMIUM?  [28]
TRADITIONAL CHOICE SINCE 11/01/96? [29]  PRE«TAX FEHB PREMIUM?    [30]
 DO YOU NEED TO ENTER ADDITIONAL FAMILY MEMBER? [31]
PF7=SCREEN 1 PF8=SCREEN 2 PF9=SCREEN 3 ENTER=PROCESS            STATUS
DC904874 KEY IN REQUIRED FIELDS AND PRESS ENTER TO ADD DOCUMENT
```

Figure 24. Health Benefits Registration Form (Cont'd), *Screen 2*

[18] **Part F - Date Document Signed** *(required, numeric field; 6 positions)*. Key in the date in month, day, and year sequence.

[19] **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information refer to the section on PRES Key Fields.

Press [PF8]. The Health Benefits Registration Form (Contd), Screen 2, (**Figure 23**) is displayed.

[20] **Part G - Date Received In Employing Office** *(required, numeric fields; 6 positions)*. Key in the date in month, day, and year sequence.

[21] **Effective Date Of Action** *(required, numeric field; 6 positions)*. Key in the date in month, day, and year sequence.

Personnel Contact

[22] **Name Last** *(required, alphanumeric field; max. of 20 positions)*. Key in the last name of the personnel office contact person.

[23] **First** *(required, alphanumeric field; max. of 15 positions)*. Key in the first name of the personnel office contact person.

[24] **Phone Number** *(required, numeric field; 10 positions)*. Key in the area code and phone number of the personnel office contact person.

[25] **Authorized Agency Official Phone Number** *(required, numeric field; 10 positions)*. Key in the area code and phone number of the authorized agency official.

[26] **Remarks** *(optional alphanumeric field; 6 lines with a max. of 39 positions each line)*. Key in any related remarks.

Note: When making corrections to a previously processed SF-2809, key in the reason for the correction (e.g., "Erroneously enrolled in Enrollment Code 103; should be Enrollment Code 104").

[27] **Is This A Retroactive Adjustment For An Employee Not Previously Enrolled In FEHB?** *(optional, alpha field; 1 position)*. Leave blank if the effective date of the SF-2809 is the same as the processing pay period.

Key in ***Y*** (yes) if the effective date of the SF-2809 is prior to the processing pay period and the employee is not currently enrolled in FEHB. (***Y*** indicates an automatic deduction for **a lump sum payment in one pay period** for the total FEHB debt owed.) **Note:** If a personnel action was submitted in the interim, the system only adjusts back to the last action. Hence, an AD-343 would have to be submitted for the period of time prior to the last personnel action.

Key in ***N*** (no) if the employee was ever enrolled in FEHB and requires a retroactive adjustment. (***N*** indicates the employee wants to prorate the past due FEHB costs, therefore, an AD-343 must be submitted indicating the amount to be deducted each pay period until the debt is repaid.) Automatic adjustments are not made.

[28] **Temporary Employee - Pay Full Premium?** *(optional, alpha field; 1 position)*. Leave blank if the employee is not in a temporary position.

Key in ***Y*** (yes) if the employee is in a temporary position and must pay both the employee and Government share of the health benefit premium.

Key in ***N*** (no) if the employee is in a temporary position and previously held a permanent position which makes the employee eligible to pay only their share of the health benefit premium. If ***N*** is entered, the SF-2809 rejects to SINQ with SINQ Message 131, Verify Full Premium Indicator. Key in ***I*** in the Override field if the employee is eligible to pay only the employee share of the health benefit premium.

Note: If the field was entered incorrectly, contact the Payroll/Personnel Operations Section; the agency personnel office must request to speak with a "Personnel Actions Clerk" to change the Pay Full Premium indicator field.

29 **Traditional Choice Since 11/01/96?** *(conditional, alpha field; 1 position).* Key in ***Y*** (yes) if the employee was enrolled continuously in the plan since November 1, 1996. Key in ***N*** (no) if the employee was not enrolled in the plan, or was not enrolled continuously in the plan since November 1, 1996. This field applies to FDIC only.

30 **Pre-Tax FEHB Premium?** *(conditional, alpha field; 1 position).* Key in ***Y*** (yes) if the employee chooses to have the premium deducted from his/her paycheck before taxes are withheld. Key in ***N*** (no) if the employee chooses to have the premium deducted after taxes. This field applies to FDIC only.

31 **Do You Need To Enter Additional Family Member?** *(required, alpha field; 1 position).* Key in ***Y*** (yes) if additional space is needed or ***N*** (no).

Press [PF9].

If the additional screen was requested, the Health Benefit Registration Form, Screen 3 (**Figure 25**) is displayed.

For instructions on completing this screen, see Item Nos. **6** through **11** of this section.

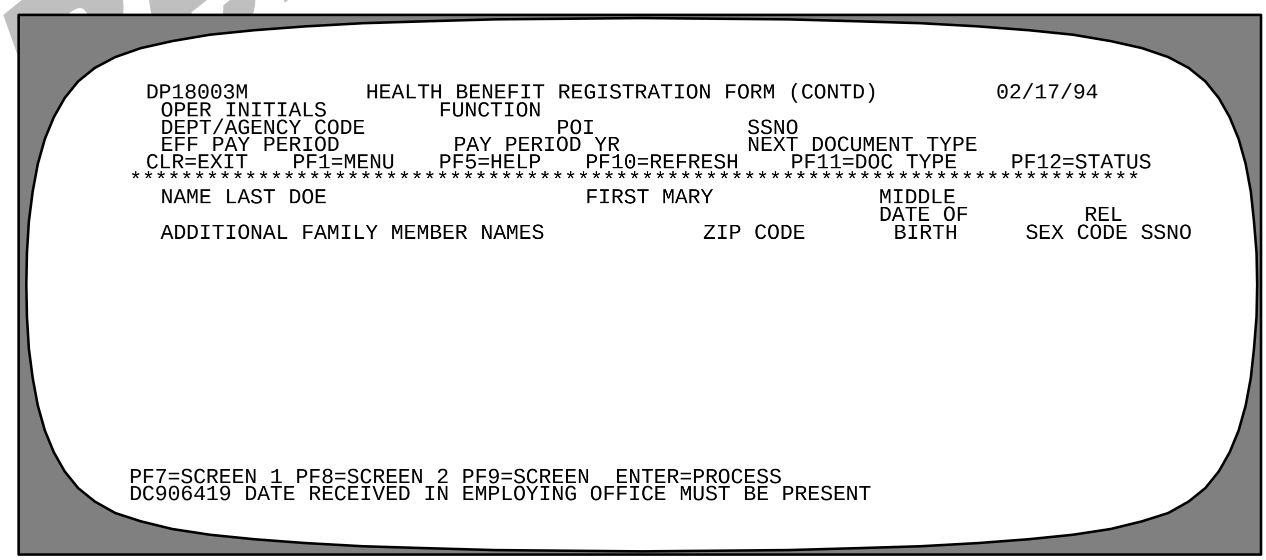
Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Health Benefits Registration Form document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Note: All information must overlay the previous document's data. If the previous document was for a family option with numerous dependents, space over all remaining data regarding the previous dependents.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).



```
  DP18003M        HEALTH BENEFIT REGISTRATION FORM (CONTD)         02/17/94
   OPER INITIALS               FUNCTION
   DEPT/AGENCY CODE                    POI                 SSNO
   EFF PAY PERIOD               PAY PERIOD YR              NEXT DOCUMENT TYPE
  CLR=EXIT    PF1=MENU    PF5=HELP    PF10=REFRESH    PF11=DOC TYPE    PF12=STATUS
*********************************************************************************
   NAME LAST DOE                         FIRST MARY              MIDDLE
                                                                 DATE OF        REL
   ADDITIONAL FAMILY MEMBER NAMES                 ZIP CODE        BIRTH      SEX CODE SSNO

PF7=SCREEN 1 PF8=SCREEN 2 PF9=SCREEN  ENTER=PROCESS
DC906419 DATE RECEIVED IN EMPLOYING OFFICE MUST BE PRESENT
```

Figure 25. Health Benefits Registration Form (Contd), *Screen 3*

Change In Health Benefits Enrollment

(Doc. Type 181)

Document Type 181 is used to input the Notice of Change In Health Benefits Enrollment Form, (SF-2810) for an employee who resigns, retires, terminates, transfers, or is reinstated. This form is also used to change the employee's health benefits enrollment due to nonpay status for 1 year, and cancellation by carrier. When preparing the SF-2810, Part A-Identifying Data, Block 5, Payroll Office Number, use 12-40-0001.

When a personnel action is processed, the Payroll/Personnel System generates the SF-2810 in the following cases.

1. Separations (except termination due to nonpay status for 365 consecutive days). The personnel action separating the employee will delete the FEHB coverage.

2. Death

3. Retirement

4. Name Changes (A personnel action must be entered into PACT, using NOAC 780, Name Change From, to change the employee's name in the system. This action generates an SF-2810, name change to the carrier if the employee is enrolled in FEHB.)

5 Transfer Out (except to OWCP)

For retirement and death actions, one of the following remarks codes must be entered:

- Remarks Code 390, Transfer FEHB to DC Retirement System. (Use for employees under Retirement Coverage Code Y or Z only.) The SF-2810 is generated to the insurance carrier transferring the FEHB coverage to the DC Retirement System.
- Remarks Code 389, Transfer FEHB Enrollment to OPM. The Payroll/Personnel System will generate an SF-2810 to the insurance carrier transferring the FEHB coverage to OPM.
- Remarks Code 388, Terminated FEHB Enroll-ment. The Payroll/Personnel System generates an SF-2810 to the insurance carrier terminating the FEHB coverage. Also, see the following **Note**.

Note: When Remarks Code 388 is entered, one of the following remarks codes must also be entered:

- Remarks Code 564, Terminate FEHB Enrollment - Not Enrolled Since First Opportunity.
- Remarks Code 565, Terminate FEHB Enrollment - Not Enrolled Five Years.
- Remarks Code 566, Terminate FEHB - No Survivor Eligible to Continue Health Benefits.☜

Verifying SF-2810 Data

Use the following resources to verify data for Document Type 181:

- IRIS Program **115**, Health Benefits
- The Listing of Personnel Error Messages Report listed as Document Type **180**
- TMGT Table **012**, Health Benefits Rates
- Statement of Earnings and Leave (AD-334) and EARN

Entering SF-2810 Data

To select this document type, key in ***181*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document input screen. Press [Enter]. The Change In Health Benefits Enrollment screen (**Figure 26**) is displayed.

Adding The Document Type. To add a Change In Health Benefits Enrollment document, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

$\boxed{1}$ **Transaction Code** *(required, numeric field; 1 position)*. Key in the transaction code. Valid values are:

2	Termination due to 365 consecutive days in nonpay status
4	Termination by carrier (Employee does not pay dues)
7	Reinstatement (Employee reinstated to FEHB, employee returned from military service, or correction of erroneous termination of enrollment)
8	Transferring from one department to another department and continuing FEHB coverage
9	Transfer of FEHB enrollment to OWCPfor employment compensation.

$\boxed{2}$ **Event Code** *(required, numeric field; 1 position)*. Key in the event code. Valid values are ***3*** (reinstatement), and ***6*** (other).

3 **Part A - Enrollment Code** *(required, alphanumeric field; 3 positions)*. Key in the OPM-assigned enrollment code (TMGT Table 012).

4 **Effective Date** *(required, numeric field; 6 positions)*. Key in the effective date in month, day, and year sequence.

5 **Part C - New Payroll Office Or Retirement System** *(optional, alphanumeric field; max. of 35 positions)*. Key in the new payroll office or retirement system only when FEHB is transferred to OWCP.

6 **Part H - Remarks** *(optional, alphanumeric field; 4 lines with a max. of 39 positions each line)*. Key in any related remarks.

7 **Is This A Retroactive Adjustment For An Employee Not Previously Enrolled in FEHB?** *(optional, alpha field; 1 position)*. Leave blank if the effective date of the SF-2810 is the same as the processing pay period.

Key in ***Y*** (yes) if the effective date of the SF-2810 is prior to the processing pay period and the employee is not currently enrolled in FEHB. (***Y*** indicates an automatic deduction for a **lump sum payment in one pay period** for the total FEHB debt owed.) **Note:** If a personnel action was submitted in the interim, the system only adjusts back to the last action. Hence, an AD-343 would have to be submitted for the period of time prior to the last personnel action

Key in ***N*** (no) if the employee was ever enrolled in FEHB and requires a retroactive adjustment. (***N*** indicates the employee wants to prorate the past due FEHB costs, therefore, an AD-343 must be submitted indicating the amount to be deducted each pay period until the debt is repaid.) Automatic adjustments are not made.

Note: If the employee is currently enrolled in FEHB with an incorrect coverage code, an AD-343 must be submitted for the adjustment.

8 **Temporary Employee - Pay Full Premium?** *(optional, alpha field; 1 position)*. Leave blank if the employee is not in a temporary position.

Key in ***Y*** (yes) if the employee is in a temporary position and must pay both the employee and Government share of the health benefit premium.

Key in ***N*** (no) if the employee is in a temporary position and previously held a permanent position which makes the employee eligible to pay only their share of the health benefit premium. If ***N*** is entered, the SF-2810 rejects to SINQ with SINQ Message 131, Verify Full Premium Indicator. Key in ***I*** in the Override field if the employee is eligible to pay only the employee share of the health benefit premium.

If the field was entered incorrectly, contact the Payroll/ Personnel Operations Section.

9 **Traditional Choice Since 11/01/96?** *(conditional, alpha field; 1 position)*. Key in ***Y*** (yes) if the employee was enrolled continuously in the plan since November 1, 1996. Key in ***N*** (no) if the employee was not enrolled in the plan, or was not enrolled continuously in the plan since November 1, 1996. This field applies to FDIC only.

```
 DP18101M        CHANGE IN HEALTH BENEFITS ENROLLMENT      XX/XX/XX
  OPER INITIALS      FUNCTION
  DEPT/AGENCY CODE           POI         SSNO
  EFF PAY PERIOD      PAY PERIOD YR       NEXT DOCUMENT TYPE
 CLR=EXIT PF1=MENU PF5=HELP PF10=REFRESH PF11=DOC TYPE PF12=STATUS
*********************************************************************
  NAME LAST                    FIRST              MIDDLE
  TRANSACTION CODE  1                       EVENT CODE  2
  PART A « ENROLLMENT CODE        3
           EFFECTIVE DATE         4
  PART C « NEW PAYROLL OFFICE OR RETIREMENT SYSTEM   5
  PART H « REMARKS        6

  IS THIS A RETROACTIVE ADJUSTMENT FOR AN EMPLOYEE
     NOT PREVIOUSLY ENROLLED IN FEHB?   7
  TEMPORARY EMPLOYEE « PAY FULL PREMIUM?     8
  TRADITIONAL CHOICE SINCE 11/01/96?   9
  PRE«TAX FEHB PREMIUM?      10
                                                          STATUS 11
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 26. Change In Health Benefits Enrollment Screen

10 **Pre-Tax FEHB Premium?** *(conditional, alpha field; 1 position).* Key in ***Y*** (yes) if the employee chooses to have the premium deducted from his/her paycheck before taxes are withheld. Key in ***N*** (no) if the employee chooses to have the premium deducted after taxes. This field applies to FDIC only.

11 **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). (For detailed information refer to the section on **PRES Key Fields**.)

Press [Enter].After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Change In Health Benefits Enrollment document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

Non-Federal Health Benefits Form
(Doc. Type 101)

Document Type 101 is used for the Non-Federal Health Benefits plan for certain eligible employees. For further detailed information regarding Non-Federal Health Benefits Plan, refer to your agency's publications.

Verifying Non-Federal Health Benefit Data

Use the following resources to verify data on Document Type 101:

- IRIS Program **115**, Health Benefits
- The Listing of Personnel Error Messages Report listed as Document Type **101**
- TMGT Tables:

  080, PACS Payee Address

  085, Non-Federal Health Benefit Rates
- Statement of Earnings and Leave (AD-334) and EARN

Entering Non-Federal Health Benefit Data

To select this document type, key in ***101*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document input screen. Press [Enter]. The Non-Federal Health Benefits Form screen (**Figure 27**) is displayed.

Adding The Document Type. To add a Non-Federal Health Benefits Form document, complete the key fields at the top of the screen as described under **PRES Key Fields**. Then complete the remaining fields as follows:

[1] Transaction Code *(required, numeric field; 1 position)*. Key in the transaction code. Valid values are ***1*** (new enrollment), ***2*** (termination - 365 consecutive days nonpay status), ***3*** (waived), ***4*** (termination by carrier), ***5*** (change), ***6*** (cancellation), ***7*** (reinstatement), ***8*** (transfer in), and ***9*** (transfer out).

[2] Enrollment Code *(required, numeric field; 3 positions)*. Key in the assigned enrollment code.

Note: Specific enrollment codes are assigned by NFC. These codes consists of three numbers; the first two identify the plan and the third identifies the option.

[3] Effective Date *(required, numeric field; 6 positions)*. Key in the effective date in month, day, and year sequence.

[4] Should Retroactive Adjustment Be Made? *(optional, alpha field; 1 position)*. Leave blank if the effective date is the same as the processing pay period.

Key in ***Y*** (yes) if the effective date is prior to the current processing pay period and the employee is not presently enrolled in a non-Federal health plan.

Key in ***N*** (no) if the employee was/is enrolled in a non-Federal health plan and requires a retroactive adjustment.

```
DP10101M          NON-FEDERAL HEALTH BENEFITS FORM                  XX/XX/XX
 OPER INITIALS            FUNCTION
 DEPT/AGENCY CODE                  POI            SSNO
 EFF PAY PERIOD            PAY PERIOD YR          NEXT DOCUMENT TYPE
CLR=EXIT    PF1=MENU    PF5=HELP     PF10=REFRESH      PF11=DOC TYPE     PF12=STATUS
********************************************************************************
 NAME LAST                           FIRST                    MIDDLE

 TRANSACTION CODE   [1]

 ENROLLMENT CODE    [2]

 EFFECTIVE DATE     [3]


 IF EFFECTIVE DATE IS PRIOR TO PAY PERIOD DATE
     SHOULD RETROACTIVE ADJUSTMENT BE MADE?  [4]
     SHOULD BENEFITS BE TAX DEFERRED?[5]

                                                                  STATUS [6]
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 27. Non-Federal Health Benefits Form Screen

Note: If the employee is currently enrolled in a non-Federal health plan with an incorrect coverage code, an AD-343 must be submitted for adjustment**.**

5 **Should Benefits Be Tax Deferred?** *(optional, alpha field; 1 position)*. Key in ***Y*** (yes) if non-Federal health plan is tax deferred or ***N*** (no) if not deferred.

6 **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). (For detailed information, see **PRES Key Fields**.)

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Non-Federal Health Benefits Form document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

Non-Federal Life Insurance Form (Doc. Type 102)

Document Type 102 is used for the Non-Federal Life Insurance Program which is a savings and investment plan for certain eligible employees. For further detailed information regarding Non-Federal Retirement Benefits Program, refer to your agency's publications.

Verifying Non-Federal Life Insurance Data

Use the following resources to verify data on Document Type 102:

- IRIS Program **116**, Life Insurance
- The Listing of Personnel Error Messages Report listed as Document Type **102**
- TMGT Tables:

  081, Life Insurance Description

  082, Life Insurance Rates
- Statement of Earnings and Leave (AD-334) and EARN

Entering Non-Federal Life Insurance Data

To select this document type, key in ***102*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document input screen. Press [Enter]. The Non-Federal Life Insurance Form screen (**Figure 28**) is displayed.

Adding The Document Type. [illegible]

```
  DP10201M          NON-FEDERAL LIFE INSURANCE FORM                XX/XX/XX
   OPER INITIALS          FUNCTION
   DEPT/AGENCY CODE                POI            SSNO
   EFF PAY PERIOD           PAY PERIOD YR         NEXT DOCUMENT TYPE
  CLR=EXIT PF1=MENU PF5=HELP PF10=REFRESH PF11=DOC TYPE PF12=STATUS
 *******************************************************************************
   NAME LAST                        FIRST                 MIDDLE

   TRANSACTION CODE  [1]

   PLAN CODE         [2]            COVERAGE CODE [3]

   IF APPLICABLE ENTER APPROPRIATE CODES ELSE SKIP
      COVERAGE AMOUNT  [4]
      OPTION1          [5]
      OPTION2          [6]
      OPTION3          [7]
   EFFECTIVE DATE      [8]
   SHOULD RETROACTIVE ADJUSTMENT BE MADE?  [9]
   LI-BIWEEKLY DEDUCTION AMOUNT            [10]
                                                                 STATUS  [11]
 DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 28. Non-Federal Life Insurance Form Screen

[illegible] PRES Key Fields [illegible]

[1] **Transaction Code** *(required, numeric field; 1 position)*. Key in the transaction code. Valid values are ***1*** (new enrollment), ***3*** (cancel), and ***4*** (change).

[2] **Plan Code** *(required, numeric field; 2 positions)*. Key in the plan code. Valid values are:

Agcy/ Dept	Plan Code	Description
FDIC	LH	Long Term Disability - High
FDIC	LS	Long Term Disability - Standard
OCC	SD	Short Term Disability
FDIC	10	FDIC Non-Federal Life
ARC	11	ARC Non-Federal Life
SI	15	Smithsonian Non-FEderal Life prior to 1/3/88
SI	16	Smithsonian Disability
SI	17	Smithsonian Accidental Death
SI	35	Smithsonian Non-Federal Life effective 1/3/88
FSA-CO	36	(NASCOE) Supplemental Insurance (FSA-CO Non-Federal Life Insurance)
ATF	38	SAMBA Life Insurance Plan
DOJ	38	SAMBA Life Insurance Plan
CS	38	SAMBA Life Insurance Plan
FCA	44	FCA Non-Federal Life
OCC	45	OCC Group Life
OCC	46	OCC 24 Hour Life

3 **Coverage Code** *(required, numeric field; 2 positions)*. Key in the coverage code. Valid values are:

Plan Code	Coverage Code
LH	**00**
LS	**00**
SD	**00**
10	**01** through **54**
11	**00**
15	**00**
16	**00**
17	**01** through **04**
35	**00** through **03**
36	**00**
38	**00**
44	**01** through **08**
45	**01** through **36**
46	**01** through **28**

If applicable, enter appropriate codes, else skip.

4 **Coverage Amount** *(required for SI only, numeric field; max. of 4 positions)*. Key in the amount of coverage in whole dollars.

5 **Option 1** (*optional, numeric field; max. of 4 positions).* Key in the amount of Option 1.

6 **Option 2** (*optional, numeric field; max. of 4 positions).* Key in the amount of Option 2.

7 **Option 3** (*optional, numeric field; max. of 4 positions).* Key in the amount of Option 3.

8 **Effective Date** *(required, numeric field; 6 positions).* Key in the effective date of the non-Federal life insurance in month, day, and year sequence.

9 **Should Retroactive Adjustment Be Made?** *(optional, alpha field; 1 position).* Leave blank if the effective date is the same as the processing pay period.

Key in ***Y*** if the effective date is prior to the current processing pay period and the employee is not presently enrolled in a non-Federal life plan. (The system automatically adjusts deductions for up to 26 pay periods.)

Key in ***N*** if a retroactive adjustment is not necessary.

10 **LI-Biweekly Deduction Amount** *(required for ATF and FSA-CO only, numeric field; max of 5 positions)*. Key in the appropriate amount depending on the option(s) selected from your life insurance plan.

11 **Status** *(required, alpha field, 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). (For detailed information, see **PRES Key Fields**

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Non-Federal Life Insurance Form document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

Non-Federal Retirement Benefits Form

(Doc. Type 103)

Document Type 103 is used for the Non-Federal Retirement Benefits Program which is a retirement savings and investment plan for certain eligible employees. For further detailed information regarding Non-Federal Retirement Benefits Program, refer to your agency's publications.

Verifying Non-Federal Retirement Data

Use the following resources to verify data on Document Type 103:

- IRIS Program **117**, Retirement Data
- The Listing of Personnel Error Messages Report listed as Document Type **103**
- TMGT Table **083**, Retirement Description
- Statement of Earnings and Leave (AD-334)

Entering Non-Federal Retirement Data

To select this document type, key in ***103*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document input screen. Press [Enter]. The Non-Federal Retirement Benefits Form screen (**Figure 29**) is displayed.

Adding The Document Type. To add a Non-Federal Retirement Benefits Form document, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

1 **Transaction Code** *(required, numeric field; 1 position)*. Key in the transaction code. Valid values are ***1*** (new enrollment), ***3*** (cancel), and ***4*** (change).

2 **Plan Code** *(required, numeric field; 2 positions)*. Key in the plan code. Valid values are:

Agcy/ Dept	Plan Code	Description
ARC	14	Pennsylvania State Retirement Fund
ARC	76	Principle Financial Group
SI	23	TIAA/CREF - employee hired on or before 1/2/88
SI	30	TIAA/CREF - director
SI	34	TIAA/CREF - employee hired on or after 1/3/88
SI	37	TIAA/CREF - SRA

3 **Coverage Code** *(required for SI and ARC only, numeric field; 1 position)*. Key in the coverage code. Valid values are:

0 (no voluntary allotment)

1 (additional retirement account - taxable or tax deferred)

2 (supplemental retirement annuity - tax deferred only)

4 **Effective Date** *(required, numeric field; 6 positions)*. Key in the effective date of the non-Federal retirement benefit in month, day, and year sequence.

```
DP10301M        NON-FEDERAL RETIREMENT BENEFITS FORM            XX/XX/XX
 OPER INITIALS          FUNCTION
 DEPT/AGENCY CODE                POI            SSNO
 EFF PAY PERIOD           PAY PERIOD YR         NEXT DOCUMENT TYPE
CLR=EXIT PF1=MENU PF5=HELP PF10=REFRESH PF11=DOC TYPE PF12=STATUS
*******************************************************************************
 NAME LAST                        FIRST                   MIDDLE

 TRANSACTION CODE    1

 PLAN CODE           2
 COVERAGE CODE       3

 EFFECTIVE DATE      4

 IF YOUR PLAN HAS THE OPTION FOR VOLUNTARY ALLOTMENTS,
 ENTER APPROPRIATE BLOCKS

 TAXABLE AMOUNT OR     5                     DEFERRED AMOUNT OR     7
 TAXABLE PERCENT       6                     DEFERRED PERCENT       8

                                                           STATUS    9
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 29. Non-Federal Retirement Benefits Form Screen

5 **Deferred Amount** *(optional, numeric field; max. of 4 positions)*. Key in the amount that is tax deferred for Non-Federal Retirement Benefits Form in whole dollars.

OR

6 **Deferred Percent** *(optional, numeric field; max. of 4 positions)*. Key in the amount that is tax deferred for Non-Federal Retirement Benefits Form in whole numbers and two decimal points.

7 **Status** *(required, alpha field, 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information refer to the section on **PRES Key Fields**.

If Your Plan Has The Option For Voluntary Allotments, Enter Appropriate Blocks:

8 **Taxable Amount** *(optional, numeric field; max. of 3 positions)*. Key in the amount that is taxable for Non-Federal Retirement Benefits Form in whole dollars.

OR

9 **Taxable Percent** *(optional, numeric field; max. of 4 positions)*. Key in the percent that is taxable for Non-Federal Retirement Benefits Form in whole numbers and two decimal points.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Non-Federal Retirement Benefits Form document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

(reserved)

Membership Dues

Authorization Of Labor Organization Dues (Doc. Type 086)

Document Type 086 is used to enter information from the SF-1187, Request for Payroll Deductions for Labor Organization Dues, or other appropriate form to authorize union/association dues deductions.

Eligible employees may authorize payments of dues to labor organizations and associations through payroll deductions. Employees who wish to exercise the option available to them of having payments of dues to labor organizations, professional associations, or other organizations deducted from their salary on a regular basis should submit the appropriate form to their personnel office.

Each eligible employee may have a maximum of two union/associations dues in effect at the same time. If the employee has two union/association dues withheld, each may be for different unions/associations.

The amount of the dues a member pays is a matter for determination by the labor organization, professional association, or other organization. However, the authorized withholding must be compatible with the established pay periods and procedures of USDA/NFC.

To authorize dues withholdings, an SF-1187 or other appropriate form must be completed by the eligible employee and the union/association, to authorize the dues deductions when:

- The employee is a member of a labor organization which holds exclusive recognition (Memorandum of Understanding established with the agency) for employees in the unit in which employed. The employee's bargaining unit status (BUS) code in IRIS Program 122, SF-50 Data Elements, must reflect the last 4 digits of the Office of Labor Management Relations (OLMR) number.
- The employee is a supervisor or management official and is a member of a supervisory or managerial association, and the agency has agreed in writing with the association to deduct allotments for the payment of dues.
- The employee is a member of a professional association or organization, and the agency has agreed in writing with the association or organization to deduct allotments for the payment of dues.

Agencies should verify that the union/association on the form is established in TMGT, Table 010, Union and Association Code Address, before entering the action in PRES. If the union/association is not established in Table 010, the action will reject in SINQ. For detailed information on Table 010, see the TMGT procedure.

Bargaining Unit Status (BUS) Code

A BUS code is a 4-digit code that identifies the bargaining unit status for each position. An employee with a BUS code of 7777 or 8888 is not entitled to dues withholding for labor organization dues but is entitled to dues withholding for professional associations and other organizations.

The BUS code must be established in the Payroll/Personnel data base before a union/association authorization can be processed. The BUS code is established in the Payroll/Personnel data base through the Position Management System (PMSO). For detailed instructions on PMSO, see the PMSO procedure.

BUS codes may be verified by accessing IRIS Program 122.

Changes In Bargaining Units

The Payroll/Personnel System will automatically stop (cancel) membership dues for:

- A bargaining unit employee who is reassigned or promoted to a nonbargaining unit position is ineligible for inclusion in a bargaining unit. Therefore, the Payroll/Personnel System will automatically cancel membership dues in labor organizations for employees placed in non-bargaining unit positions with the processing of a (1) promotion, (2) reassignment, (3) position change, (4) conversion, or (5) change to lower grade.
- Employees who are in a bargaining unit position and are temporarily promoted to a position in a nonbargaining unit. **Note:** The Payroll/Personnel data base will hold (store) the membership dues authorization until one of the following occurs:
  - A change to lower grade is processed returning the employee to the bargaining unit position. The Payroll/Personnel System will automatically reinstate the membership dues.
  - A change to lower grade is processed and the employee moved from the nonbargaining unit position to another nonbargaining unit position. The Payroll/Personnel System will not reinstate the membership dues; they will then be canceled (no longer stored in the Payroll/Personnel data base).
  - A promotion is processed for the nonbargaining unit position. The Payroll/Personnel System will not reactivate the membership dues; they will then

be canceled (no longer stored in the Payroll/Personnel data base).

These automatic cancellations and reinstatements are effective no earlier than the end of the processing effective pay period (deductions will start or stop the following pay period).

If any of the above actions are processed late, the Payroll/Personnel System will only stop or start the membership dues. An AD-343, Payroll Action Request, must be submitted to the Payroll/Personnel Operations Section at NFC to adjust the membership dues.

Correcting Membership Dues

To process any correction other than the labor organization or professional association name, local, branch, lodge, etc., use the same form that was previously used to authorize the transaction.

If a valid organization code other than the one desired is entered in PRES, contributions will be made to the wrong organization. In this case, the wrong union/association must be canceled. Submit Form AD-343 to the Payroll/Personnel Operations Section at NFC to cancel the wrong dues being withheld and to refund the employee for any erroneous deductions. Copies of the SF-1188 and SF-1187 must be submitted with the AD-343.

Process a new (corrected) SF-1187 or appropriate form in PRES Document Type 086.

Parking Fees

Some of these PRES document types are also used to enter data for Smithsonian Institution employees who are obligated to pay parking fees to the Harvard Parking Office, Harvard University in Cambridge, Massachusetts. Employees should complete the appropriate form and submit it to their personnel office for processing.

These actions are entered in PRES Document Type 086 using Union Code 15 and Local Code 0001.

Cancellations are entered in PRES Document Type 085. (See **Cancellation/Revocation of Emp Union Dues** (Doc. Type 085)).

Membership Dues References

5 U.S.C. 7115 Executive Order 11491
5 CFR 550.321
5 CFR 550.331

Verifying Membership Dues Data

Use the following resources to verify data on Document Types 083, 084, 085, and 086:

- IRIS Programs:
  - **308**, Union Association Dues
  - **309**, Union Association Dues Transaction
  - **311**, History Union/Association Dues.
  - **Note:** Authorized security must be obtained to access this program since it contains sensitive data.
- TMGT, Table **010**, Union and Association Code Address
- The Listing of Personnel Error Messages Report listed as Document Type **086**
- Statement of Earnings and Leave (AD-334)

Entering Membership Dues Data

To select this document type, key in ***086*** at the Document Type/Next Page field on the PRES Menu or at the Next Document Type field on any document input screen. Press [Enter]. The Authorization Of Labor Organization Dues screen (**Figure 30**) is displayed.

Adding The Document Type. To add an Authorization of Labor Organization Dues document, complete the key fields at the top of the screen as described under PRES Key Fields. Then complete the remaining fields as follows:

Organization Code

1 **Union** *(required, numeric field; 2 positions)***.** Key in the union/association code to be established in the Payroll/Personnel data base for the employee. Verify that the union/association is established in TMGT, Table 010.

2 **Local** *(required, numeric field; 4 positions)***.** Key in the local code to be established in the Payroll/Personnel data base for the employee. Verify that the local code is established in TMGT, Table 010.

3 **Dues Deduction Amount** *(optional, numeric field; max. of 4 positions)***.** Key in the amount to be deducted each pay period for membership dues in dollars and cents if the deduction is based on a specific amount. Verify that the dues deduction amount is established in TMGT, Table 010, before entering an amount. No entry is necessary if the deduction amount is established in TMGT.

OR

4 **Percent Deduction** *(optional, numeric field; max. of 4 positions)*. Key in the percent to be deducted each pay period for membership dues in whole numbers and two decimal places if the deduction is based on a percentage. Verify that the percent deduction amount is established in TMGT, Table 010, before entering an amount. No entry is necessary if the percent amount is established in TMGT. **Note:** Do not enter both a deduction amount and a percent. If you enter an incorrect amount or percent in PRES for this document type, the message *Field Is Generated For This Local From TBL 10 - Enter Blank Or Zero* is displayed.

5 **Employee Authorization Date** *(required, numeric field; 6 positions)***.** Key in the date the employee authorized the membership dues deduction in month, day, and year order.

6 **Status** *(required, alpha field; 1 position)***.** Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter]. After the data passes system edits, the message *Document Successfully Added* is displayed.

- To add an Authorization of Labor Organization Dues document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process.
- To perform another function, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

```
DP08601M       AUTHORIZATION OF LABOR ORGANIZATION DUES            XX/XX/XX
 OPER INITIALS          FUNCTION
 DEPT/AGENCY CODE                  POI            SSNO
 EFF PAY PERIOD           PAY PERIOD YR           NEXT DOCUMENT TYPE
CLR=EXIT   PF1=MENU   PF5=HELP   PF10=REFRESH   PF11=DOC TYPE    PF12=STATUS
********************************************************************************
 NAME LAST                          FIRST                  MIDDLE

 ORGANIZATION CODE
   UNION     [1]
   LOCAL     [2]

 DUES DEDUCTION AMOUNT [3]

          OR

 PERCENT DEDUCTION [4]

 EMPLOYEE AUTHORIZATION DATE [5]

                                                                 STATUS [6]
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 30. Authorization Of Labor Organization Dues Screen

Employee Union Dues Mass Change
(Doc. Type 083)

Document Type 083 is used to enter information from the SF-1187, Request for Payroll Deductions for Labor Organization Dues, or appropriate form when the union/association dues deduction is changing for more than one employee.

If more than one hundred employees are affected, NFC can provide special assistance with entering these documents in PRES. Submit these requests in writing to: NFC, Applications Systems Division.

Entering Employee Union Dues Mass Change Data

To select this document type, key in ***083*** at the Document Type/Next Page field on the PRES Menu or at the Next Document Type field on any document type screen. Press [Enter]. The Employee Union Dues Mass Change screen (**Figure 31**) is displayed.

Adding The Document Type. To add an Employee Union Dues Mass Change document, complete the key fields at the top of the screen as described under **PRES Key Fields**. Then complete the remaining fields as follows:

Organization Code

[1] **Union** *(required, numeric field; 2 positions)*. Key in the union/association code currently established in the Payroll/Personnel data base. Verify the union/association code on IRIS Program 308.

[2] **Local** *(required, numeric field; 4 positions)*. Key in the local code currently established in the Payroll/Personnel data base. Verify the local code on IRIS Program 308.

[3] **Dues Deduction Amount** (*optional, numeric field; max. of 4 positions*). Key in the amount to be deducted each pay period for membership dues in dollars and cents if the deduction is based on a specific amount. Verify that the dues deduction amount is established in TMGT, Table 010, before entering an amount. No entry is necessary if the deduction amount is established in TMGT.

OR

[4] **Percent Deduction** *(optional, numeric field; max. of 4 positions)*. Key in the percent to be deducted each pay period for membership dues in whole numbers and two decimal places if the deduction is based on a percentage. Verify that the percent deduction amount is established in TMGT, Table 010, before entering an amount. No entry is necessary if the percent amount is established in TMGT.

Note: Do not key in both a deduction amount and a percent. If you enter an incorrect amount or percent in PRES for this document type, the message *Field Is Generated For This Local From TBL 10 - Enter Blank Or Zero* is displayed.

[5] **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter]. After the data passes system edits, the message *Document Successfully Added* is displayed.

- To add an Employee Union Dues Mass Change document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process.
- To perform another function, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

```
DP08301M            EMPLOYEE UNION DUES MASS CHANGE           XX/XX/XX
 OPER INITIALS        FUNCTION
 DEPT/AGENCY CODE             POI          SSNO
 EFF PAY PERIOD        PAY PERIOD YR       NEXT DOCUMENT TYPE
CLR=EXIT   PF1=MENU  PF5=HELP  PF10=REFRESH  PF11=DOC TYPE  PF12=STATUS
********************************************************************************
 NAME LAST                       FIRST                    MIDDLE

 ORGANIZATION CODE          [1]
   UNION
   LOCAL                    [2]

 DUES DEDUCTION AMOUNT      [3]
          OR

 PERCENT DEDUCTION          [4]



                                                                STATUS
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER                    [5]
```

Figure 31. Employee Union Dues Mass Change Screen

Dues Chg Between Locals In Natl Lab Org (Doc. Type 084)

Document Type 084 is used when an employee with an established union/association dues allotment transfers to another agency within the same Department or a different labor organization/association within the same agency.

If an employee is reassigned or transferred to a location represented by a different local or chapter of the same labor organization and the employee continues to hold a bargaining unit position, the employee may change the membership dues deduction to show the new local/chapter and the amount of membership dues.

Entering Data When Dues Change Between Locals In National Labor Organizations

To select this document type, key in ***084*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document type screen. Press [Enter]. The Dues Chg Between Locals in Natl Lab Org screen (**Figure 32**) is displayed.

Adding The Document Type. To add a Dues Change Between Locals in Natl Lab Org document, complete the key fields at the top of the screen as described in the section on PRES Key Fields. Then complete the remaining fields as follows:

Organization Code

1 **Union** *(required, numeric field; 2 position)***.** Key in the union/association code currently established in the Payroll/Personnel data base. Verify the union/association code on IRIS Program 308.

2 **Local** *(required, numeric field; 4 positions)***.** Key in the local code currently established in the Payroll/Personnel data base. Verify the local code on IRIS Program 308.

3 **Dues Deduction Amount** *(optional, numeric field; max. of 4 positions)***.** Key in the amount to be deducted each pay period for membership dues in dollars and cents if the deduction is based on a specific amount. Verify that the dues deduction amount is established in TMGT, Table 010, before entering an amount. No entry is necessary if the deduction amount is established in TMGT.

OR

4 **Percent Deduction** *(optional, numeric field; max. of 4 positions)***.** Key in the percent to be deducted each pay period for membership dues in whole numbers and two decimal places if the deduction is based on a percentage. Verify that the percent deduction amount is established in TMGT, Table 010, before entering an amount. No entry is necessary if the percent amount is established in TMGT.

Note: Do not enter both a deduction amount and a percent. If you enter an incorrect amount or percent in PRES for this document type, the edit message *Field Is Generated For This Local From TBL 10 - Enter Blank Or Zero* is displayed

5 **New Local Or Lodge Code** *(required, numeric field; 4 positions)***.** Key in the new local or lodge code.

6 **Status** *(required, alpha field; 1 position)***.** Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see PRES Key Fields.

Press [Enter].

```
DP08401M       DUES CHG BETWEEN LOCALS IN NATL LAB ORG              XX/XX/XX
 OPER INITIALS          FUNCTION
 DEPT/AGENCY CODE                POI               SSNO
 EFF PAY PERIOD          PAY PERIOD YR             NEXT DOCUMENT TYPE
CLR=EXIT    PF1=MENU  PF5=HELP   PF10=REFRESH   PF11=DOC TYPE    PF12=STATUS
********************************************************************************
 NAME LAST                        FIRST                      MIDDLE

 ORGANIZATION CODE  [1]
   UNION
   LOCAL            [2]

 DUES DEDUCTION AMOUNT  [3]

          OR

 PERCENT DEDUCTION  [4]

 NEW LOCAL OR LODGE CODE  [5]

                                                                 STATUS [6]
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 32. Dues Chg Between Locals In Natl Lab Org Screen

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Dues Change Between Locals in Natl Lab Org document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

Cancellation/Revocation Of Emp Union Dues (Doc. Type 085)

Document Type 085 is used to enter information from the SF-1188, Revocation of Voluntary Authorization for Allotment of Compensation for Payment of Employee Organization Dues, or other appropriate form when the employee is no longer eligible or wants to voluntarily stop being a member.

Revocations Of Membership Dues

An allotment for the payment of dues may be revoked by the employee only after receipt of a written request (SF-1 188, Cancellation of Payroll Deduction for Labor Organization Dues, or other appropriate form) and is administratively controlled by the employee's agency.

Certain labor organizations designate when an employee may revoke labor organization withholding; other organizations permit revocations at any time.

If the organization permits revocation at any time, enter the revocation at any time prior to the effective pay period. **Note:** The revocation code in the Payroll/Personnel data base does not change until BEAR runs, and since BEAR runs after the processing of PAYE, deductions will be withheld for the effective pay period entered and will stop the following pay period (or for the established revocation pay period).

For example, revocation of dues is requested in Pay Period 18. Enter the revocation by Pay Period 17. Dues will be deducted (one last time) in Pay Period 17 and will discontinue Pay Period 18.

If the labor organization designates when to revoke and the revocation date falls on the first day of the pay period, the revocation can be processed in any pay period prior to the revocation date. For example, the revocation date is September 1, the first day of Pay Period 18. The revocation will be effective Pay Period 18. Enter the revocation prior to or for the processing of Pay Period 17. Dues will be deducted in Pay Period 17 and will discontinue Pay Period 18.

If the revocation date falls on any other day, the revocation can be processed at any time before or during the pay period of the revocation date. In each instance, however, the revocation will not be effective until the designated pay period. For example, the revocation date is September 1, the middle of Pay Period 18. The revocation will be effective Pay Period 19. Enter the revocation prior to or for the processing of Pay Period 18. Dues will be deducted in Pay Period 18 and will discontinue Pay Period 19.

Note: When entering a Revocation of Employee Union Dues, use the current pay period as the effective pay period on the document. The Payroll/Personnel System will stop dues deductions based on the first approved revocation date following the end of the current pay period. The pay period the revocation is to be effective should never be used as the effective pay period when entering the document in PRES. If it is, the document will apply to the Payroll Personnel data base too late to stop deductions for the pay period intended. Instead, the Payroll/Personnel System will stop the deductions based on the approved revocation date.

TMGT, Table 010 identifies the effective dates of revocation for labor organization dues. For detailed information on Table 010, see the **TMGT procedure**.

Canceling Membership Dues

To cancel membership dues, the employee should submit an SF-1188 or other appropriate form to their personnel office.

An allotment for the payment of dues to a labor organization is to be canceled when the employee is:

- Reassigned to a location not represented by the labor organization or professional association to which he/she is having dues withheld;
- No longer a member in good standing; or
- Reassigned or transferred to a bargaining unit represented by a different local of the same labor organization and the employee does not wish to continue dues withholding.

A cancellation is effective immediately or in the pay period in which it was entered. For example, if the effective pay period entered in PRES is 19, the deductions will stop in Pay Period 19.

Entering Membership Dues Cancellation/ Revocation Data

To select this document type, key in ***085*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document type screen. Press [Enter]. The Cancellation/Revocation of Emp Union Dues screen (**Figure 33**) is displayed.

Adding The Document Type. To add a Cancellation/Revocation of Emp Union Dues document, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

1 **Cancellation Or Revocation** *(required, alpha field; 1 position)***.** Key in ***C*** (cancellation) or ***R*** (revocation). If a cancellation is entered, deductions will be stopped for the pay period entered. If a revocation was

entered and the union/association has an established revocation-ef f-code the dues will stop the pay period of the authorized revocation date as established in TMGT, Table 010 or as requested/specified by the agency.

Organization Code

2 **Union** *(required, numeric field; 2 positions)***.** Key in the union/association code currently established in the Payroll/Personnel data base that is to be canceled or revoked. Verify the union/association code on IRIS Program 308.

3 **Local** *(required, numeric field; 4 positions)***.** Key in the local code currently established in the Payroll/Personnel data base that is to be canceled or revoked. Verify the local code on IRIS Program 308.

4 **Status** *(required, alpha field; 1 position)***.** Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Cancellation/Revocation of Emp Union Dues document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

```
DP08501M     CANCELLATION/REVOCATION OF EMP UNION DUES          XX/XX/XX
 OPER INITIALS         FUNCTION
 DEPT/AGENCY CODE               POI            SSNO
 EFF PAY PERIOD         PAY PERIOD YR          NEXT DOCUMENT TYPE
CLR=EXIT   PF1=MENU    PF5=HELP   PF10=REFRESH   PF11=DOC TYPE    PF12=STATUS
*******************************************************************************
 NAME LAST                         FIRST                   MIDDLE

 CANCELLATION OR REVOCATION  [1]

 ORGANIZATION CODE
   UNION     [2]
   LOCAL     [3]



                                                                STATUS [4]
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 33. Cancellation/Revocation Of Emp Union Dues Screen

U.S. Savings Bonds

Savings Bond Auth - New Allotment
(Doc. Type 170)

Document Type 170 is used to enter information from Form SB-2152, Authorization for Purchase and Request for Change - United States Savings Bonds, and/or Form SB-2253, Authorization for Purchase and Request for Change - United States Inflation-Indexed Savings Bonds, to add a savings bond allotment to the Payroll/Personnel database.

Employees may purchase U.S. Series EE and Series I Savings Bonds through voluntary participation in the Payroll Savings Plan. The Payroll Savings Plan is an automatic system for installment purchases of series EE and series I savings bonds through regular allotments (authorizations) set aside from each salary check.

Series EE U.S. Savings Bonds

The purchase price of series EE savings bonds is one-half of its face value. series EE savings bonds may be purchased in the following denominations for the respective purchase price as indicated.

Bond Denomination	Purchase Price
	50.00
200.00	100.00
500.00	250.00
1,000.00	500.00

Series I U.S. Savings Bonds

The purchase price of series I savings bonds is the par value which is 100 percent of its face value. Series I savings bonds may be purchased in the following denominations for the respective purchase price as indicated.

Bond Denomination	Purchase Price
50.00	50.00
75.00	75.00
100.00	100.00
200.00	200.00
500.00	500.00
1,000.00	1,000.00

U.S. Savings Bond Allotment(s)

Each employee may establish a maximum of nine separate savings bond allotments (authorizations) in the Payroll/Personnel database. **Note:** The total of nine allotments is a combination of the series EE and series I savings bonds. Individually, the savings bond allotment may be for any amount equal to or greater than $3.75. For each allotment, the resultant savings bond may be issued to a single owner or issued with a rotating inscription. (See **U.S. Savings Bond Inscription**.)

The allotment amount specified by the employee will be deducted from his/her salary each pay period. The installment payments (allotments) will be accrued in the employee's bond account established in the Payroll/Personnel database until the full purchase price of the bond has been accumulated. At that time, the bond will be issued and mailed to the designated bond owner. If the accumulated amount exceeds the purchase price of the bond, the balance will be carried forward in the employee's bond account and applied toward the next bond purchase. If any portion of the amount cannot be equally applied toward the purchase of another bond, it will be refunded. For example, an employee has an allotment of $3.75 deducted each pay period for a $100.00 series EE savings bond and the amount of the allotment is increased to $10.00 in Pay Period 03. If only $7.50 has been applied in the Payroll/Personnel database to purchase the savings bond and since the purchase price of a $100.00 series EE savings bond is $50.00, the $7.50 carryover balance the employee has in his/her bond account for that allotment would always be carried over. Therefore, the $7.50 the employee has in his/her bond account would be refunded in Pay Period 03 since it will never complete the purchase price of a savings bond. This cycle will continue until the employee cancels the allotment or terminates employment. Upon cancellation of the allotment or termination of employment, the employee's savings bond account in the Payroll/Personnel database will be closed.

Employees may elect to enroll in the Payroll Savings Plan at any time. A separate SB-2152/SB-2253 must be completed and processed to establish each savings bond allotment in the Payroll/Personnel database. Subsequent changes and cancellations also require processing of a separate SB-2152/ SB-2253 for each transaction.

Savings bond data should be entered as soon as possible for the effective pay period specified on the reverse of the SB-2152/SB-2253. It is not necessary to hold savings bonds with future effective dates; these can be entered in PRES and held in the Future File upon receipt of the bond card from the employee (especially during the Bond Campaign Drive). For information on the Future File, see the **FINQ procedure**.

U.S. Savings Bond Inscription

The savings bond inscription is the owner and/or coowner/beneficiary information printed on the savings bond. This information is dictated by the employee.

For each savings bond allotment, the savings bond may be issued to a single owner inscription or with a rotating inscription.

- Single Owner Inscription Option

The single owner inscription option permits the employee to designate one savings bond owner and zero or one coowner/beneficiary for a savings bond allotment. Each savings bond purchased from one allotment will be issued to the designated bond owner. The owner and coowner or beneficiary inscription will remain constant until the employee changes the inscription, cancels that savings bond allotment, or terminates employment. The employee may:

- Designate an adult or minor as the owner and/or coowner/beneficiary.
- Designate a fiduciary or an organization, private or public, as the owner. **Note:** If the institution is an employer, the employer identification number assigned to the Internal Revenue Service must be entered on the SB-2152/SB-2253 in lieu of the owner's social security number (SSNO).

- Rotating Inscription Option

The rotating inscription option allows the employee to have the savings bond resulting from one allotment issued to different designated owners and/or different coowners or beneficiaries on a recurring, sequential cycle. The employee may designate one to nine owners and zero to nine coowners and/or beneficiaries. The coowners or beneficiaries designations may be: zero to nine coowners, zero to nine beneficiaries, or a combination of coowners and beneficiaries totaling a maximum of nine (i.e., five coowners and four beneficiaries, three coowners and six beneficiaries, etc.). Many issuing combinations are possible through the rotating inscription option.

Each employee may have a maximum of nine separate savings bond accounts. Each savings bond account has two subdivisions (a savings bond owner section and a coowner/beneficiary section).

For a new savings bond allotment under the rotating inscription option, as many as nine SB-2152/ SB-2253's may be required. Even though multiple SB-2152/SB-2253' s are required to transact the rotating inscription option, it is only assigned one authorization number.

- The bond owner section may designate a total of nine separate savings bond owners. Savings bonds are issued to a designated owner in a rotating sequential order. The owner rotation is accomplished independently with the savings bond account.
- The coowner/beneficiary section may have a total of nine coowners or nine beneficiaries, or a combination of coowners and beneficiaries totalling a maximum of nine. The coowner/beneficiary inscription is rotated with each savings bond issued and is also accomplished independently with the bond account.

Naming multiple savings bond owners and/or multiple coowners/beneficiaries causes both the savings bond owners and coowner/beneficiary inscriptions to change with each savings bond issued. Because the savings bond owner and coowner/beneficiary designation both rotate independently with the employee's savings bond account, the employee can determine the issuing order and sequence by the procedure illustrated below.

Step 1: List the savings bond owners in order of designation (savings bond owner Number 1, 2, etc.).

Step 2: List the coowners/beneficiaries in a second column in order of designation, if applicable.

Step 3: List the savings bond to be issued and the inscription to be reflected on that savings bond as the owner and coowner/beneficiary designation are rotated. Remember the savings bond owner designation rotates independently as does the coowner/beneficiary designation. (For an example of a rotating inscription option, see **Figure 41** at the end of this section.)

U.S. Savings Bond Authorization Number

An authorization number is assigned to each savings bond allotment for each employee. The authorization number identifies the employee's savings bond account in the Payroll/Personnel database. The assigned authorization number will remain with that particular savings bond allotment until the savings bond allotment is canceled. All future transactions affecting a specific savings bond allotment must show the original assigned authorization number.

The authorization number assigned to each savings bond allotment plays an important role when the employee wishes to enroll in the Payroll Savings Plan for savings bonds, change any information for the savings bond allotment, or wishes to cancel the savings bond allotment. Therefore, agencies should verify the authorization number in IRIS Program 108, Bonds, when processing a savings bond allotment for any employee.

This includes new allotments to ensure that the employee has no savings bond allotments established in the Payroll/Personnel database and that Authorization Number 1 can be used. If the new savings bond allotment is for an employee who has established savings bond allotments in the Payroll/Personnel database, the next sequential number should be used for the authorization number.

Transferring U.S. Savings Bond Data

An employee who transfers in from an agency outside the Department is treated as an accession (this includes Departments serviced by the USDA Payroll/Personnel System). If the new employee wishes to continue and/or start savings bond allotment(s), an SB-2152/SB-2253 must be processed in PRES Document Type 170.

Once established, a savings bond authorization will continue until the employee cancels the allotment or terminates employment with the Department. Intradepartmental movement (changes in personnel office, agency, duty, station, etc.) will not affect the savings bond allotment(s). The employee's savings bond record in the Payroll/Personnel database will automatically be updated when the payroll/personnel changes are processed. No action is required at the time of the intradepartmental reassignment unless the reassignment results in a change of address of a designated bond owner. In such cases, an SB-2152/SB-2253 must be processed in PRES Document Type 172, to change the bond inscription(s). (See Savings Bond Auth-Chg Inscrip/Denom/Allot.(Doc. Type 172)).

If an employee is transferring to an agency outside the Department, retiring, or resigning, the savings bond allotment(s) are automatically canceled. Any balance remaining in the employee's bond account will be included in his/her final salary check. If the employee transfers and wishes to continue voluntary participation in the Payroll Savings Plan, an SB-2152/SB-2253 must be completed and submitted to the gaining organization (this includes Departments serviced by the USDA Payroll/Personnel System).

In the event of death, the balance remaining in the savings bond account will be included in the balance paid to the survivors or an estate.

Nonreceipt Of U.S. Savings Bonds

If a savings bond has not been received within 30 days after the expected delivery date, the employee should contact his/her agency personnel office. **Note:** NFC electronically transmits savings bond information to the Federal Reserve Bank on the official payday (the second Thursday of a pay period). The Federal Reserve Bank will print and distribute savings bonds the following week. This means bond owners should receive their savings bond(s) within 10 working days after the official payday in which the savings bond(s) were purchased.

If the bond has not been returned to the agency personnel office, the agency personnel office should request the savings bond serial number from NFC, using the AD-354, Request for Information. **Note:** The AD-354 should be entered in the Document Tracking System (DOTSE). For information on DOTSE, see the DOTSE procedure. The serial numbers are needed to complete the Department of the Treasury's claim form.

If the savings bond has not been received between 31 and 120 days after the expected delivery date Form PDF 3062, Claim for Relief on Account of Loss, Theft, or Destruction of United States Savings Bonds After Valid Issue but Prior to Receipt by Owner, Coowner, or Beneficiary, must be completed. This form can be obtained from the local servicing Federal Reserve Bank. The completed form should be mailed sent to:

Federal Reserve Bank
Pittsburgh Branch
P.O. Box 299
Pittsburgh, PA 15219

OR

Federal Express Form PDF 3062 to the following address:

Federal Reserve Bank
Pittsburgh Branch
717 Grant Street
Pittsburgh, PA 15230

Claims routed to the Federal Reserve Bank, Pittsburgh Branch with issue dates of more than 120 days old will be returned to the agency since these claims will be handled by the Bureau of the Public Debt. The agency should assist the employee in completing Form PDF 3062-4, Claims for Relief on Account of the Nonreceipt of United States Savings Bonds. This form can be obtained from the local servicing Federal Reserve Bank. The completed form should be sent to:

Bureau of the Public Debt
Parkersburg, WV 26106-1328

If the original savings bond is received in the interim before relief is granted, the claimant should promptly notify Treasury in writing at the address mentioned above. If the application can be canceled in time, no replacement savings bond will be issued.

If the original savings bond is received after the replacement savings bond, the original savings bond should be forwarded promptly to the Department of the Treasury with a letter explaining the reason for the return.

Corrections To U.S. Savings Bond Inscriptions

Upon receipt of a U.S. Savings Bond, the owner should examine the savings bond to ensure the social security number and the names of the owner and coowner/beneficiary are correct.

If any portion of the inscription is incorrect, the owner should immediately report the error(s) to the agency personnel office for proper handling with NFC. Upon being notified that an error has occurred in the savings bond inscription(s), agency personnel offices should take one of the following actions:

- If the savings bond is not received due to an erroneous savings bond inscription, contact the Payroll Personnel Operations Section at NFC for the following information: any data not furnished by the owner, the inclusive number series in which the savings bond was issued, the issue date, the SF-1166, Voucher and Schedule of Payments, schedule number, the pay period in which issued, and the correct inscription etc. Forward the signed letter with the additional data to the Department of the Treasury.

OR

- If the bond is received with an erroneous inscription, submit the original savings bond under cover of Form AD-354 to the Payroll/Personnel Operations Section at NFC. Annotate on the Form AD-354 the correct savings bond inscription(s) and request a replacement bond be issued. **Note:** Agency personnel offices should make a copy of the original bond for their files.

Have the employee complete an SB-2152/ SB-2253 to correct the inscription for any future savings bonds. Inscription changes are entered in PRES Document Type 172. (See Savings Bond Auth-Chg Inscrip/Denom/Allot.(Doc. Type 172)).

Upon being notified by the agency personnel office or receipt of the original savings bond, the NFC will begin replacement procedures by preparing Treasury Form RO-258, Request For Issuance or Cancellation of U.S. Savings Bond, to accomplish bond corrections. The RO-258 will be certified and submitted to the Federal Reserve Bank, Pittsburgh Branch with the original savings bond. The RO-258 is to be completed by NFC only.

Destroyed, Lost, Stolen, Mutilated, Or Defaced U.S. Savings Bonds

A request for a replacement savings bond must be prepared only if the savings bond was received by the owner or representative and was subsequently destroyed, lost, stolen, mutilated, or defaced.

To initiate the replacement of a savings bond, the owner must prepare Form PDF 1048, Application for Relief on Account of Loss, Theft, or Destruction of United States Savings and Retirement Securities. This form can be obtained from the local servicing Federal Reserve Bank. The employee should follow the instructions attached to the form and submit the form and the defaced savings bond and all available fragments of a mutilated savings bond, in any form whatsoever, to the following address:

Bureau of the Public Debt
Parkersburg, WV 26106-1328

A replacement bond request because of loss or theft ordinarily will not be issued by the Department of the Treasury until 6 months after the date of receipt of the notice of loss or theft.

If a savings bond reported lost, stolen, or destroyed is subsequently recovered before the replacement savings bond is received, the claimant should promptly notify the Department of the Treasury in writing. If the application can be canceled in time, no replacement will be issued.

If the original savings bond is received after the replacement savings bond, the original savings bond should be forwarded promptly to the Department of the Treasury with a letter explaining the reason for the return. In all cases, if a replacement savings bond has been issued for an original savings bond, the replacement savings bond is the only one which will be honored by the Department of the Treasury for redemption purposes.

Undeliverable/Returned U.S. Savings Bonds

All undeliverable savings bonds are returned to the Department of the Treasury. The Department of the Treasury returns the original savings bond to NFC for handling.

Upon receipt of undeliverable savings bond, NFC will determine which agency personnel office services the employee. The original savings bond is then forwarded to the employee's agency personnel office with a memorandum that provides instructions for sending the savings bond to the employee and asking that the employee's savings bond address be corrected☞ **Note:** An SB-2152/SB-2253 must be completed to change an address for savings bond allotments. An employee address document will not change an address for a savings bond allotment.

The agency personnel office should give the original savings bond to the employee, if possible. If the savings bond cannot be given to the employee (e.g., the employee is at another location, separated, etc.) the agency should make every effort to notify the employee of the undeliverable/returned bond so that arrangements can be made to deliver the bond to the employee.

Have the employee complete an SB-2152/SB-2253 to correct the address. Address changes for savings bonds allotments are entered in PRES Document Type 172. (See Savings Bond Auth-Chg Inscrip/Denom/Allot. (Doc. Type 172)). If a subsequent savings bond is issued before the inscription is changed, it will also be returned to the Department of the Treasury and then to NFC. This procedure will continue until the address is corrected; therefore, it is important to correct the employee's address in the Payroll/Personnel database as soon as possible.

If the agency personnel office is unable to contact the employee within 90 days after the savings bond issue date, forward the savings bond to the Bureau of the Public Debt, Parkersburg, WV 26106-1328, using Forms PD 4581 ABC, Forwarding Item Transmittal - U.S. Savings Bonds/Notes - Retirement Plan Bonds - Individual Retirement Bonds. The Remarks block should be annotated with a description of the efforts made to deliver the bond (e.g., "Attempted to contact employee at last known address."). This form can be obtained from the local servicing Federal Reserve Bank.

Forward a deceased employee's bond to the coowner or beneficiary, if any, and obtain a receipt. If the savings bond cannot be delivered within 30 days to a coowner or beneficiary, or it is in a single ownership form, it should be returned to NFC with a statement indicating why the bond cannot be delivered. NFC will then forward this information to the Bureau of the Public Debt. A 90-day waiting period is not necessary in this case.

Verifying U.S. Savings Bond Allotment Data

Use the following resources to verify data on Document Types 170, 171, 172, 173, and 174:

- IRIS Program **108**, Bonds
- The Listing of Personnel Error Messages Report listed as Document Type **170**
- Statement of Earnings and Leave (AD-334) and EARN

Entering New U.S. Savings Bond Data

To select this document type, key in ***170*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document input screen. Press [Enter]. The Savings Bond Auth - New Allotment, Screen 1 (**Figure 34**) is displayed.

Adding The Document Type. To add a Savings Bond Auth - New Allotment document, complete the key fields at the top of the screen as described in the section on PRES Key Fields. Then complete the remaining fields as follows:

1 **Total Number Of Owners** (*required, numeric field; 2 positions)*. Key in the number of owners for the savings bond allotment. A maximum of nine owners may be established for one savings bond allotment. Valid values are ***01*** through ***09***.

2 **Total Number Of Coowners/Beneficiaries** *(optional, numeric field; 2 positions)*. Key in the number of coowners/beneficiaries. A maximum of nine coowners/beneficiaries may be established for one savings bond allotment. If there is no coowner/beneficiary, key in ***00***. Valid values are ***00*** through ***09***.

Note: When a new authorization is established the number of owners and coowners/beneficiaries entered on this screen determines how many additional screens are provided.

3 **For Agency Use - Bond Authorization Number** *(required, numeric field; 1 position)*. Key in the sequential number for each savings bond allotment designated by the employee. Verify on IRIS Program 108 to determine if the employee already has a savings bond allotment(s) in effect. If so, assign next sequential number. Valid values are ***1*** through ***9***.

```
DP17001M         SAVINGS BOND AUTH - NEW ALLOTMENT        XX/XX/XX
 OPER INITIALS       FUNCTION
 DEPT/AGENCY CODE            POI          SSNO
 EFF PAY PERIOD       PAY PERIOD YR       NEXT DOCUMENT TYPE
CLR=EXIT PF1=MENU PF5=HELP PF10=REFRESH PF11=DOC TYPE PF12=STATUS
******************************************************************************
 NAME LAST                    FIRST                 MIDDLE
 TOTAL NUMBER OF OWNERS    [1]
 TOTAL NUMBER OF COOWNERS/BENEFICIARIES  [2]
 FOR AGENCY USE
  BOND AUTHORIZATION NUMBER    [3]
 EFFECTIVE DATE         [4]
 AMOUNT ALLOTTED        [5]
 VERIFY AMOUNT ALLOTTED      [6]
 BOND DENOMINATION      [7]
 KEY AN ASTERISK (*) BESIDE THE DESIRED BOND TYPE
 SERIES EE
 SERIES I         [8]

                                                STATUS     [9]
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 34. Savings Bond Auth - New Allotment, *Screen 1*

[4] **Effective Date** *(required, numeric field; 4 positions)*. Key in the effective date of the savings bond authorization in month and year order (e.g., for April 1998, key in ***0498***). **Note:** Personnel offices should enter savings bond data as soon as possible in the effective pay period specified on the reverse of the SB-2152/SB-2253. It is not necessary to hold bond cards with future effective dates; these can be entered in PRES and held in the Future File upon receipt of the bond card from the employee (especially during the Bond Campaign Drive). For information on the Future File, see the **FINQ procedure**.

[5] **Amount Allotted** *(required, numeric field; max. of 5 positions)*. Key in the amount to be deducted each pay period for the savings bond allotment in dollars and cents (e.g., to enter $25.00, key in ***2500***).

[6] **Verify Amount Allotted** *(required, numeric field; max. of 5 positions)*. Key in the amount to be deducted each pay period in dollars and cents again for verification.

[7] **Bond Denomination** *(required, numeric field; max. of 4 positions)*. Key in the savings bond denomination in whole dollars (e.g., to enter a $100.00 savings bond denomination, key in ***100***).

[8] **Key An Asterisk (*) Beside The Desired Bond Type** *(required, alpha field; 1 position).*

Key an Asterisk (*) Next to Correct Savings Bond Series

- **Series EE.** Key in an asterisk (*) in this field if the bond allotment is for a series EE savings bond.
- **Series I.** Key in an asterisk (*) in this field if the bond allotment is for a series I savings bond.

[9] **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

Note: The Savings Bond Auth - New Allotment, Screen 2 (**Figure 35**) is displayed to enter information regarding each owner, coowner or beneficiary designated. The Bond Owner Number will be generated from the total number of owners entered on the first screen. The first owner information should be entered for Bond Owner Number 1.

******* Owner Information *******

[10] **Bond Owner Number**. *(numeric field, one position)*. This field is generated from the data entered on the first screen.

[11] **Owner Name (First, Mid, Last)** *(required, alphanumeric field; max. of 31 positions)*. Key in the owner's name exactly as desired to print on the savings bond. The owner's name must be entered even if the owner is the employee. **Note:** The following guidelines should be used when entering the name:

- Use only capital letters.
- If the bond owner has a two-part first name (e.g., ANNE MARIE), use a space to separate the two parts. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.

```
DP17002M          SAVINGS BOND AUTH - NEW ALLOTMENT            XX/XX/XX
  OPER INITIALS         FUNCTION
  DEPT/AGENCY CODE                POI            SSNO
  EFF PAY PERIOD        PAY PERIOD YR           NEXT DOCUMENT TYPE
  CLR=EXIT    PF1=MENU    PF5=HELP    PF6=NEXT    PF10=REFRESH
*******************************************************************************
                         ***** OWNER INFORMATION *****
  BOND OWNER NUMBER             [10]  1
  OWNER NAME (FIRST,MID,LAST)   [11]
  OWNER SSNO                    [12]
  ADDRESS 1                     [13]
  ADDRESS 2                     [14]
  CITY                          [15]
  STATE                         [16]
  ZIP CODE                      [17]
                ***** COOWNER/BENEFICIARY INFORMATION *****
  COOWNER/BENEFICIARY NUMBER                      1  [18]
  COOWNER = 0, BENEFICIARY =1                        [19]
  COOWNER/BENEFICIARY NAME (FIRST,MID,LAST)          [20]
  COOWNER/BENEFICIARY SSNO                           [21]
    DC904874 KEY IN REQUIRED FIELDS AND PRESS ENTER TO ADD DOCUMENT
```

Figure 35. Savings Bond Auth - New Allotment, *Screen 2*

- If the bond owner has two or more middle names or initials (e.g., JOHN PAUL or J P), use a space to separate the two names or initials. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.

- If the bond owner has a two-part last name (e.g., SMITH MARTIN), use a space to separate the two parts. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.

- Enter items such as **Jr**, **Sr**, or **III** one space after the last names. If there is more than one space, the additional item will not print on the savings bond.

12 **Owner SSNO** *(required, numeric field; 9 positions)*. Key in the owner's social security number.

13 **Address 1** *(required, alphanumeric field; max. of 24 positions)*. Key in the first line of the mailing address for the savings bond. **Note:** Use only capital letters. The **only** special characters allowed in this field are the ampersand sign, dash or hyphen, and pound symbol (e.g., 14TH & INDEPENDENCE AVE). Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.

14 **Address 2** *(optional, alphanumeric field; max. of 21 positions)*. Key in the second line of the mailing address for the savings bond, if applicable. **Note:** Use only capital letters. The **only** special characters allowed in this field are the ampersand sign, dash or hyphen, and pound symbol (e.g., APARTMENT #200). Do **not** use any type of punctuation (e.g., dash, hyphen, period, etc.) to separate the two names.

15 **City** *(required, alpha field; max. of 16 positions)*. Key in the city name. **Note:** Use only capital letters. If the city has a two-part name (e.g., ST LOUIS), use a space to separate the two parts. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.

16 **State** *(required, alpha field; 2 positions)*. Key in the standardized abbreviation for the state.

17 **ZIP Code** *(required, numeric field; max. of 9 positions)*. Key in the 5-digit required ZIP Code plus the optional ZIP+4 Code.

******* Coowner/Beneficiary Information *******

18 **Coowner/Beneficiary Number.** *(numeric field; 1 position)*. This field is generated from the data entered on the first screen. **Note:** If ***00*** was entered in the Total Number Of Coowners/Beneficiaries field on the first screen, this field will be blank and no data can be entered in the remaining fields.

If ***01*** through ***09*** was specified in the Total Number Of Coowners/Beneficiaries field on the first screen, fields **19** through **21** are required.

19 **Coowner = 0, Beneficiary = 1** *(numeric field; 1 position)*. Key in ***0*** (coowner) or ***1*** (beneficiary).

20 **Coowner/Beneficiary Name (First, Mid, Last)** *(alphanumeric field; max. of 28 positions)*. Key in the coowner/beneficiary name exactly as desired on the savings bond. The coowner/beneficiary name must be entered even if the coowner/beneficiary is the employee. **Note:** The following guidelines should be used when entering the name:

- Use only capital letters.

- If the bond owner has a two-part first name (e.g., ANNE MARIE), use a space to separate the two parts. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.

- If the bond owner has two or more middle names or initials (e.g., JOHN PAUL or J P), use a space to separate the two names or initials. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.

- If the bond owner has a two-part last name (e.g., SMITH MARTIN), use a space to separate the two parts. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.

- Enter items such as **Jr**, **Sr**, or **III** one space after the last names. If there is more than one space, the additional item will not print on the savings bond.

21 **Coowner/Beneficiary SSNO** *(numeric field; 9 positions)*. Key in the coowner/beneficiary's social security number.

Press [Enter].

Note: If this is a rotating savings bond with more than one owner and/or coowner/beneficiary, this screen appears for each additional owner and/or coowner/beneficiary information.

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Savings Bond Auth - New Allotment document for another employee, key in the SSN0 over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

Savings Bond Auth - Change Denom/Allotment (Doc. Type 171)

Document Type 171 is used to enter information from Form SB-2152, Authorization for Purchase and Request for Change - United States Savings Bonds, and/or Form SB-2253, Authorization for Purchase and Request for Change - United States Inflation-Indexed Savings Bonds, to change the denomination and/or the amount of the allotment for an established savings bond authorization.

Employees may change the amount of their savings bond allotment and/or change the denomination of the savings bond at any time. These savings bond changes will take effect for the effective pay period specified in PRES. However, the following considerations should be taken:

- If the savings bond allotment for each pay period amounts to the full purchase price of the savings bond, these changes can be effective for any pay period. The new deduction amount and/or change in the savings bond denomination will become effective for the pay period entered in PRES.
- If the new amount of the allotment will not complete the purchase price of the savings bond for the effective pay period specified or if any portion of the amount cannot be equally applied toward the purchase of another bond, the amount the employee has in his/her savings bond account in the Payroll/Personnel database for the savings bond allotment will be refunded to the employee for the effective pay period. For example, suppose an employee has an allotment of $3.75 deducted each pay period for a $100.00 series EE savings bond and he/she increases the amount of the allotment to $10.00 in Pay Period 03. If only $7.50 has been applied in the Payroll/Personnel database to purchase the savings bond and since the purchase price of a $100.00 series EE savings bond is $50.00, the $7.50 carryover balance the employee has in his/her bond account for that allotment would always be carried over. Therefore, the $7.50 the employee has in his/her bond account would be refunded in Pay Period 03 since it will never complete the purchase price of a savings bond. Verify the deduction and carryover amount and the savings bond denomination on IRIS Program 108.

If the employee is increasing or decreasing the amount of a savings bond allotment or changing the denomination, the authorization number must be identical to the original savings bond allotment. Verify the authorization number on IRIS Program 108.

If the employee wishes to change the deduction amount and/or the savings bond denomination, as well as the savings bond inscription, these changes can all be accomplished by entering the SB-2152/SB-2253 in PRES Document Type 172. (See **Savings Bond Auth - Chg Inscript/Denom/Allot.** (Doc. Type 172).)☜

Entering U.S. Savings Bond Denomination And/Or Allotment Changes

To select this document type, key in ***171*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document type screen. Press [Enter]. The Savings Bond Auth - Change Denom/Allotment screen (**Figure 36**) is displayed.

```
 DP17101M    SAVINGS BOND AUTH - CHANGE DENOM/ALLOTMENT    XX/XX/XX
  OPER INITIALS      FUNCTION
  DEPT/AGENCY CODE           POI          SSNO
  EFF PAY PERIOD      PAY PERIOD YR       NEXT DOCUMENT TYPE
 CLR=EXIT PF1=MENU PF5=HELP PF10=REFRESH PF11=DOC TYPE PF12=STATUS
*******************************************************************************
  NAME LAST                  FIRST               MIDDLE
            FOR AGENCY USE (AUTHORIZATION NUMBER)       [1]
            EFFECTIVE DATE                              [2]
            AMOUNT ALLOTTED                             [3]
            VERIFY AMOUNT ALLOTTED                      [4]
            BOND DENOMINATION                           [5]
       KEY AN ASTERISK (*) BESIDE THE DESIRED BOND TYPE
            SERIES EE
            SERIES I        [6]
                                                                STATUS   [7]
 DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 36. Savings Bond Auth - Change Denom/Allotment Screen

Adding The Document Type. To add a Savings Bond Auth - Change Denom/Allotment document, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

1 **For Agency Use (Authorization Number)** *(required, numeric field; 1 position)*. Key in the authorization number assigned to the original savings bond allotment designated by the employee. If the employee has more than one savings bond allotment established in the Payroll/Personnel database, verify on IRIS Program 108 to be sure that the correct savings bond allotment is being changed. Valid values are ***1*** through ***9***.

2 **Effective Date** *(required, numeric field; 4 positions)*. Key in the effective date of the savings bond authorization in month and year order (e.g., for April 1998, key in ***0498***). **Note:** Personnel offices should enter savings bond data as soon as possible in the effective pay period specified on the reverse of the SB-2152/SB-2253. It is not necessary to hold bond cards with future effective dates; these can be entered in PRES and held in the Future File upon receipt of the bond card from the employee (especially during the Bond Campaign Drive). For information on the Future File, see the **FINQ procedure**.

3 **Amount Allotted** *(required, numeric field; max. of 5 positions)*. Key in the amount to be deducted each pay period for the savings bond allotment in dollars and cents, even if the amount is not changing (e.g., to enter $25.00, key in ***2500***).

4 **Verify Amount Allotted** *(required, numeric field; max. of 5 positions)*. Key in the amount to be deducted each pay period in dollars and cents again for verification.

5 **Bond Denomination** *(required, numeric field; max. of 4 positions)*. Key in the savings bond denomination in whole dollars, even if the savings bond denomination is not changing (e.g., to enter a $100.00 savings bond denomination, key in ***100***).

6 **Key An Asterisk (*) Beside The Desired Bond Type** *(required, alpha field; 1 position)*.

Place an Asterisk (*) Next to Correct Savings Bond Series

- **Series EE.** Key in an asterisk (*) in this field if the bond allotment is for a series EE savings bond.
- **Series I.** Key in an asterisk (*) in this field if the bond allotment is for a series I savings bond.

7 **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Savings Bond Auth - Change Denom/Allotment document for another employee, key in the SSN0 over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed at the bottom of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

Savings Bond Auth - Chg Inscript/Denom/Allot (Doc. Type 172)

Document Type 172 is used to enter information from Form SB-2152, Authorization for Purchase and Request for Change - United States Savings Bonds, and/or Form SB-2253, Authorization for Purchase and Request for Change - United States Inflation-Indexed Savings Bonds, to change an established savings bond authorization inscription at the same time as the denomination or allotment changes. This document type is used to accomplish the entire change with one document type selection.

Employees may change their inscriptions for a savings bond allotment(s) at any time.

- Address Changes

An SB-2152/SB-2253 must be completed to change an address for a savings bond allotment. **Note:** An employee address document will not change an address for a savings bond allotment.

If the employee has more than one savings bond allotment, a separate SB-2152/SB-2253 must be processed for each savings bond allotment.

- Owner(s) and Coowner(s)/Beneficiaries(s) Changes

If the employee wishes to change the names of the owner and/or coowner/beneficiary for an established saving bond allotment, an SB-2152/SB-2253 must be processed.

The authorization number of the savings bond on which the owner and/or coowner/beneficiary is being changed must be identical to the original savings bond allotment established in the Payroll/Personnel database. Verify the owner and/or coowner/beneficiary number on IRIS Program 108.

The owner number and/or coowner/beneficiary number to be changed must also be identical to the original savings bond established in the Payroll/Personnel database.

Verify the authorization, owner, and coowner/beneficiary number(s) IRIS Program 108.

For denomination and allotment changes, see **Savings Bond Auth - Change Denom/Allotment** (Doc. Type 171).

Entering U.S. Savings Bond Inscription, Denomination, and Allotment Changes

To select this document type, key in ***172*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document type screen. Press [Enter]. The Savings Bond Auth - Chg Inscript/Denom/Allot screen (**Figure 37**) is displayed.

Adding The Document Type. To add a Savings Bond Auth - Change Inscript/Denom/Allot document, complete the key fields at the top of the screen as described in the section on **PRES Key Fields** then complete the remaining fields as follows:

1 **Owner No** *(required, numeric field; 2 positions)*. Key in the owner number for which a change in inscription is being requested. To add an owner, enter an owner number which has not already been assigned to the savings bond authorization, and key in the owner information on this screen. Valid values are ***01*** through ***09***.

2 **Co-Owner/Beneficiary** *(required, numeric field; 2 positions)*. Key in the coowner/beneficiary number for which a change in inscription is being requested. To add a coowner/beneficiary, enter a coowner/beneficiary number which has not already been assigned to the savings bond authorization, and key in the coowner/beneficiary information on this screen. Valid values are ***00*** through ***09***.

```
 DP17201M   SAVINGS BOND AUTH - CHG INSCRIPT/DENOM/ALLOT   XX/XX/XX
  OPER INITIALS       FUNCTION
  DEPT/AGENCY CODE            POI           SSNO
  EFF PAY PERIOD       PAY PERIOD YR        NEXT DOCUMENT TYPE
 CLR=EXIT PF1=MENU PF5=HELP PF10=REFRESH PF11=DOC TYPE PF12=STATUS
*******************************************************************************
  NAME LAST                   FIRST                   MIDDLE
       OWNER NO          [1]               CO-OWNER/BENEFICIARY        [2]
       FOR AGENCY USE (AUTHORIZATION NUMBER)           [3]
       EFFECTIVE DATE        [4]           BOND DENOMINATION            [5]
       AMOUNT ALLOTTED       [6]           VERIFY AMOUNT ALLOTTED       [7]
  KEY AN ASTERISK (*) BESIDE THE DESIRED BOND TYPE
       SERIES EE    [8]
       SERIES I
* * * * * * * * * * *   B O N D  I N S C R I P T I O N  * * * * * * * * * * *
OWNER NAME(FIRST,MID,LAST)     [9]
SSNO                       [11] [10]
ADDRESS 1                                     ADDRESS 2   [12]
CITY                       [13]     STATE [14]    ZIP     [15]
* * * * * * *  C O - O W N E R / B E N E F I C I A R Y  A R E A  * * * * * * *
ENTER 0 FOR CO-OWNER -OR- 1 FOR BENEFICIARY   [16]    SSNO      [17]
CO-OWNER/BENEFICIARY NAME(FIRST,MID,LAST)     [18]
                                                            STATUS  [19]
DC904874 KEY IN REQUIRED FIELDS AND PRESS ENTER TO ADD DOCUMENT
```

Figure 37. Savings Bond Auth - Chg Inscript/Denom/Allot Screen

3 **For Agency Use (Authorization Number)** *(required, numeric field; 1 position)*. Key in the sequential number for each savings bond allotment designated by the employee. If the employee has more than one savings bond allotment established in the Payroll/Personnel database, verify the authorization number on IRIS Program 108, to assure that the correct savings bond allotment is being changed. Valid values are ***1*** through ***9***.

4 **Effective Date** *(required, numeric field; 4 positions)*. Key in the effective date of the savings bond authorization in month and year order (e.g., for April 1998, key in ***0498***). **Note:** Personnel offices should enter savings bond data as soon as possible in the effective pay period specified on the reverse of the SB-2152/SB-2253. It is not necessary to hold bond cards with future effective dates; these can be entered in PRES and held in the Future File upon receipt of the bond card from the employee (especially during the Bond Campaign Drive). For information on the Future File, see the **FINQ procedure**.

5 **Bond Denomination** *(required, numeric field; max. of 4 positions)*. Key in the savings bond denomination in whole dollars, even if the savings bond denomination is not changing (e.g., to enter a $100.00 bond denomination, key in ***100***).

6 **Amount Allotted** (*required, numeric field; max. of 5 positions)*. Key in the amount to be deducted each pay period for the savings bond allotment in dollars and cents, even if the deduction amount is not changing (e.g., to enter $25.00, key in ***2500***).

7 **Verify Amount Allotted** *(required, numeric field; max. of 5 positions)*. Key in the amount to be deducted each pay period in dollars and cents again for verification.

8 **Key An Asterisk (*) Beside The Desired Bond Type** *(required, alpha field; 1 position).*

Key an Asterisk (*) Next to Correct Savings Bond Series

- **Series EE.** Key in an asterisk (*) in this field if the bond allotment is for a series EE savings bond.
- **Series I.** Key in an asterisk (*) in this field if the bond allotment is for a series I savings bond.

*** * * * * * * * * * Bond Inscription * * * * * * * * * ***

9 **Owner Name (First, Mid, Last)** *(optional, alphanumeric field; max. of 31 positions)*. Key in the owner's name. **Note:** The following guidelines should be used when entering the name:

- Use only capital letters.
- If the bond owner has a two-part first name (e.g., ANNE MARIE), use a space to separate the two parts. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.
- If the bond owner has two or more middle names or initials (e.g., JOHN PAUL or J P), use a space to separate the two names or initials. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.
- If the bond owner has a two-part last name (e.g., SMITH MARTIN), use a space to separate the two parts. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.
- Enter items such as **Jr**, **Sr**, or **III** one space after the last names. If there is more than one space, the additional item will not print on the savings bond.

10 **SSNO** *(optional, numeric field; 9 positions)*. Key in the owner's social security number.

11 **Address 1** *(optional, alphanumeric field; max. of 24 positions)*. Key in the first line of the mailing address for the savings bond. ☞**Note:** Use only capital letters. The **only** special characters allowed in this field are the ampersand sign, dash or hyphen, and pound symbol (e.g., 14TH & INDEPENDENCE AVE). Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.

12 **Address 2** *(optional, alphanumeric field; max. of 21 positions)*. Key in the second line of the mailing address for the savings bond, if applicable. **Note:** Use only capital letters. The **only** special characters allowed in this field are the ampersand sign, dash or hyphen, and pound symbol (e.g., APARTMENT #200). Do **not** use any type of punctuation (e.g., dash, hyphen, period, etc.) to separate the two names.☜

13 **City** *(optional, alphanumeric field; max. of 16 positions)*. Key in the city name. **Note:** Use only capital letters. If the city has a two-part name (e.g., ST LOUIS), use a space to separate the two parts. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.

14 **State** *(optional, alphanumeric field; max. of 2 positions)*. Key in the standardized abbreviation for the state.

15 **ZIP** *(optional, numeric field; max. of 9 positions)*. Key in the 5-digit ZIP Code and the optional ZIP+4 Code.

*** * * * * * * Co-Owner/Beneficiary Area * * * * * * ***

16 Enter 0 For Co-Owner -Or- 1 For Beneficiary *(optional, numeric field; 1 position)*. Key in ***0*** (coowner) or ***1*** (beneficiary).

17 SSNO (*optional, numeric field; 9 positions)*. Key in the coowner's or beneficiary's social security number.

18 Co-Owner/Beneficiary Name (First, Mid, Last) *(optional, alphanumeric field; max. of 28 positions)*. Key in the coowner's or beneficiary's name. **Note:** The following guidelines should be used when entering the name:

- Use only capital letters.
- If the bond owner has a two-part first name (e.g., ANNE MARIE), use a space to separate the two parts. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.
- If the bond owner has two or more middle names or initials (e.g., JOHN PAUL or J P), use a space to separate the two names or initials. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.
- If the bond owner has a two-part last name (e.g., SMITH MARTIN), use a space to separate the two parts. Do **not** use any type of punctuation (e.g., a dash, hyphen, period, etc.) to separate the two names.
- Enter items such as **Jr**, **Sr**, or **III** one space after the last names. If there is more than one space, the additional item will not print on the savings bond.

19 Status (*required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Savings Bond Auth - Chg Inscript/Denom/Allot document for another employee, key in the SSN0 over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see see **Employee Address** (Doc. Type 349).

Savings Bond Auth - Cancel Bond
(Doc. Type 173)

Document Type 173 is used to enter information from Form SB-2152, Authorization for Purchase and Request for Change - United States Savings Bonds, and/or Form SB-2253, Authorization for Purchase and Request for Change - United States Inflation-Indexed Savings Bonds to cancel an established savings bond authorization.

Employees may cancel their savings bond allotment(s) at any time. Savings bond deductions will normally discontinue in the pay period selected. However, if the deduction amount for the pay period will complete the purchase price of the savings bond, the allotment amount for that pay period will be withheld and a savings bond will be issued. The cancellation will take effect at the beginning of the next pay period. If the savings bond allotment for each pay period amounts to the full purchase price of the bond, no deduction will be withheld and the cancellation will be effective as of the beginning of the pay period selected.

The authorization number for the savings bond being canceled must be identical to the original savings bond allotment established in the Payroll/Personnel database.

If the employee has authorized two or more savings bond allotments, do not attempt to change the authorization numbers if one of them should be canceled. For example, if an employee has three savings bond allotments and cancels Authorization Number 2, the remaining authorization numbers would be 1 and 3.

Entering U.S. Savings Bond Cancellation

To select this document type, key in ***173*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document type screen. Press [Enter]. The Savings Bond Auth - Cancel Bond screen (**Figure 38**) is displayed.

Adding The Document Type. To add a Savings Bond Auth - Cancel Bond document, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

1 For Agency Use (Authorization Number): *(required, numeric field; 1 position)*. Key in the authorization number of the savings bond being canceled. If the employee has more than one savings bond allotment established in the Payroll/Personnel database, verify the authorization number on IRIS Program 108, to assure that the correct savings bond allotment is being canceled. Valid values are ***1*** through ***9***.

2 Effective Date *(required, numeric field; 4 positions)*. Key in the effective date of the cancellation in month and year order (e.g., for May 1998, key in ***0498***). **Note:** Personnel offices should enter savings bond data as soon as possible in the effective pay period specified on the reverse of the SB-2152/SB-2253. It is not necessary to hold bond cards with future effective dates; these can be entered in PRES and held in the Future File upon receipt of the bond card from the employee (especially during the Bond Campaign Drive). For information on the Future File, see the **FINQ procedure.**

3 Status *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

```
DP17301M              SAVINGS BOND AUTH - CANCEL BOND                 XX/XX/XX
 OPER INITIALS            FUNCTION
 DEPT/AGENCY CODE                   POI             SSNO
 EFF PAY PERIOD            PAY PERIOD YR            NEXT DOCUMENT TYPE
CLR=EXIT     PF1=MENU     PF5=HELP    PF10=REFRESH   PF11=DOC TYPE    PF12=STATUS
********************************************************************************
 NAME LAST                            FIRST                    MIDDLE


          FOR AGENCY USE (AUTHORIZATION NUMBER): 1

          EFFECTIVE DATE: 2



                                                                      STATUS 3
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 38. Savings Bond Auth - Cancel Bond Screen

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Savings Bond Auth - Cancel Bond document another employee, key in the SSN0 over the SSNO displayed, then press [PF10] and repeat the above process.

Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

Savings Bond Auth - Cancel Owner/Coowner/Benef (Doc. Type 174)

Document Type 174 is used to enter information from Form SB-2152, Authorization for Purchase and Request for Change - United States Savings Bonds, and/or Form SB-2253, Authorization for Purchase and Request for Change - United States Inflation-Indexed Savings Bonds to cancel an owner and/or coowner/beneficiary for an established savings bond authorization.

If the employee wishes to cancel an owner and/or coowner/beneficiary for an established rotating inscription saving bond allotment, an SB-2152/SB-2253 must be processed.

The authorization number of the savings bond on which the owner and/or coowner/beneficiary is being canceled must be identical to the original savings bond allotment established in the Payroll/Personnel database.

The owner number and/or coowner/beneficiary number to be canceled must also be identical to the original savings bond allotment established in the Payroll/Personnel database.

Verify the authorization, owner, and coowner/beneficiary number(s) IRIS Program 108.

Entering U.S. Savings Bond Data To Cancel Owner/Coowner/Beneficiary

To select this document type, key in ***174*** in the Document Type/Next Page field on the PRES menu or in the Next Document Type field at any document input screen. Press [Enter]. The Savings Bond Cancel Owner/Coowner/Benef screen (**Figure 39**) is displayed.

Adding The Document Type. To add a Savings Bond Cancel Owner/Coowner/Benef document, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

1 For Agency Use (Authorization Number) *(required, numeric field; 1 position)*. Key in the authorization number of the savings bond being canceled. If the employee has more than one savings bond allotment established in the Payroll/Personnel database, verify the authorization number on IRIS Program 108, to assure that the correct savings bond allotment is being changed. Valid values are ***1*** through ***9***.

2 Effective Date *(required, numeric field; 4 positions)*. Key in the effective date of the cancellation in month and year order (e.g., for April 1998, key in ***0498***). **Note:** Personnel offices should enter savings bond data as soon as possible in the effective pay period specified on the reverse of the SB-2152/SB-2253. It is not necessary to hold bond cards with future effective dates; these can be entered in PRES and held in the Future File upon receipt of the bond card from the employee (especially during the Bond Campaign Drive). For information on the Future File, see the **FINQ procedure**.

3 Owner No *(optional, numeric field; 2 positions)*. Key in the owner number that is being canceled, if applicable. Verify the owner number on IRIS Program 108. Valid values are ***01*** through ***09***.

4 Co-Owner/Beneficiary *(optional, numeric field; 2 positions)*. Key in the coowner/beneficiary number that is being canceled, if applicable. Verify the coowner/beneficiary number on IRIS Program 108. Valid values are ***00*** through ***09***.

```
 DP17401M        SAVINGS BOND CANCEL OWNER/COOWNER/BENEF              XX/XX/XX
  OPER INITIALS            FUNCTION
  DEPT/AGENCY CODE                   POI              SSNO
  EFF PAY PERIOD            PAY PERIOD YR             NEXT DOCUMENT TYPE
 CLR=EXIT    PF1=MENU    PF5=HELP    PF10=REFRESH   PF11=DOC TYPE   PF12=STATUS
********************************************************************************
  NAME LAST                           FIRST                    MIDDLE


             FOR AGENCY USE (AUTHORIZATION NUMBER) [1]

             EFFECTIVE DATE [2]

             OWNER NO       [3]

             CO-OWNER/BENEFICIARY [4]


                                                                STATUS [5]
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 39. Savings Bond Cancel Owner/Coowner/Benef Screen

5 **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a savings bond cancel owner/coowner/benef document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

The Following Is An Example Of An Employee Who Has Designated Six Bond Owners And Four Coowners/Beneficiaries:

Savings Bond Owners	Coowners/Beneficiaries
1 - John Snow	1 - Karen Rain (coowner)
2 - Susan Snow	2 - Betty Rain (beneficiary)
3 - Bill Snow	3 - Sharon Rain (beneficiary)
4 - Sally Snow	4 - Randy Rain (coowner)
5 - Mary Snow	
6 - Bob Snow	

Inscription Reflected On Savings Bond When Issued

Savings Bond Issued	Savings Bond Owners	Coowners/Beneficiaries
1	1 - John Snow	1 - Karen Rain
2	2 - Susan Snow	2 - Betty Rain
3	3 - Bill Snow	3 - Sharon Rain
4	4 - Sally Snow	4 - Randy Rain
5	5 - Mary Snow	1 - Karen Rain
6	6 - Bob Snow	2 - Betty Rain
7	1 - John Snow	3 - Sharon Rain
8	2 - Susan Snow	4 - Randy Rain
9	3 - Bill Snow	1 - Karen Rain
10	4 - Sally Snow	2 - Betty Rain
11	5 - Mary Snow	3 - Sharon Rain
12	6 - Bob Snow	4 - Randy Rain

Figure 40. Example Of A Rotating Inscription Option

Performance Appraisals

Performance Appraisal (Doc. Type 075)

Document Type 075 is used to enter information regarding a Performance Appraisal, to establish, change, or delete a performance appraisal score and performance appraisal period for an employee.

Performance appraisals measure the performance of employees through the use of a numeric or alpha code to identify the rating (e.g., O - outstanding; S - superior, etc.). The results act as a guide to: (1) recognize and reward quality work performance, and (2) develop those employees that are not performing proficiently by providing training and counseling.

The AD-435 is system generated in advance of the employee's rating period. This advanced notification is sent to the agency personnel office indicating those employees who are nearing completion of the agency established rating period for an evaluation of their job performance.

The Remote Forms Queuing System (RFQS) provides the Control Listing of Performance Evaluation Forms Prepared For Full Time and Part Time Employees. This report should be verified by the agency personnel office for accuracy. If the report is not accurate, an employee may be reported in error or not reported at the proper time.

Changing Performance Appraisal Data

To remove a performance appraisal date established in the Payroll/Personnel database, key in zeros in the From Date field. Key in the ending date of the performance appraisal in the To Date field. Press [Enter]. All appraisal data except the date will be deleted. The date will remain until after the processing of BEAR.

Note: Performance appraisals are displayed in the order they were entered. Therefore, they should be entered in date order.

Verifying Performance Appraisal Data

Use the following resources to verify data on Document Type 075:

- IRIS Programs:

  304, Performance Evaluation Data

  305, History Performance Evaluation Data

  Note: Authorized security must be obtained to access the above programs since they contain sensitive data.
- The Listing of Personnel Error Messages Report listed as Document Type **075**
- TMGT Table **045**, Performance Evaluation Anniversary Date

Entering Performance Appraisal Data

To select this document type, key in ***075*** at the Document Type/Next Page field on the PRES Menu or at the Next Document Type field on any document input screen. Press [Enter]. The Performance Appraisal screen (**Figure 41)** is displayed.

```
DP07501M                PERFORMANCE APPRAISAL                    XX/XX/XX
 OPER INITIALS        FUNCTION
 DEPT/AGENCY CODE             POI            SSNO
 EFF PAY PERIOD        PAY PERIOD YR         NEXT DOCUMENT TYPE
CLR=EXIT   PF1=MENU   PF5=HELP  PF10=REFRESH    PF11=DOC TYPE    PF12=STATUS
*************************************************************************
 NAME LAST                       FIRST                   MIDDLE
     RATING OF RECORD PERIOD
         FROM DATE        [1]
         TO DATE          [2]
      PAY PLAN            [3]
      SUMMARY RATING SCORE (COMMERCE ONLY) [4]

      RATING OF RECORD

         PATTERN   [5]

         LEVEL     [6]

DC904860 KEY IN REQUIRED DATA AND PRESS ENTER                STATUS  [7]
```

Figure 41. Performance Appraisal Screen

Adding The Document Type. To add a performance appraisal document, complete the key fields at the top of the screen as described under **PRES Key Fields**. Then complete the remaining fields as follows:

Rating Of Record Period:

[1] **From Date** *(required, numeric field; 6 positions).* Key in the beginning date of the rating of record period in month, date, and year sequence. **Note:** The data entered in this field will remain when the document is successfully added. This will allow the consecutive entry of performance appraisal without having to retype the date. If the from date is different from the performance appraisal previously entered, key in the new date over the date displayed on the screen.☜ (For more information, see **Changes**, above.)

[2] **To Date** *(required, numeric field; 6 positions).* Key in the ending date of the rating of record period in month, day, and year sequence. **Note:** The data entered in this field will remain when the document is successfully added. This will allow the consecutive entry of performance appraisal without having to retype the date. If the to date is different from the performance appraisal previously entered, key in the new date over the date displayed on the screen.

[3] **Pay Plan** *(required, alpha field; 2 positions).* Key in the employee's pay plan. **Note:** The data entered in this field will remain when the document is successfully added. This will allow the consecutive entry of performance appraisal without having to retype the date. If the pay plan is different from the performance appraisal previously entered, key in the new date over the date displayed on the screen.

[4] **Summary Rating Score (Commerce Only)** *(required, numeric field; max. of 3 positions).* Key in the summary rating score for Department of Commerce employees only.

[5] **Rating of Record (Pattern)** (*required, alpha field; 1 position*). Key in the rating of record pattern. Valid values are:

Code	If the Rating of Record is:
A	***1*** (Unacceptable) ***3*** (Fully Successful or Equivalent)
B	***1*** (Unacceptable) ***3*** (Fully Successful or Equivalent) ***5*** (Outstanding or Equivalent)
C	***1*** (Unacceptable) ***3*** (Fully Successful or Equivalent) ***4*** (Level between Outstanding and Fully Successful)
D	***1*** (Unacceptable) ***2*** (Level between Fully Successful and Un acceptable) ***3*** (Fully Successful or Equivalent)
E	***1*** (Unacceptable) ***3*** (Fully Successful or Equivalent) ***4*** (Level between Outstanding and Fully Successful) ***5*** (Outstanding or Equivalent)
F	***1*** (Unacceptable) ***2*** (Level between Fully Successful and Un acceptable) ***3*** (Fully Successful or Equivalent) ***5*** (Outstanding or Equivalent)
G	***1*** (Unacceptable) ***2*** (Level between Fully Successful and Un acceptable) ***3*** (Fully Successful or Equivalent) ***4*** (Level between Outstanding and Fully Successful)
H	***1*** (Unacceptable) ***2*** (Level between Fully Successful and Un acceptable) ***3*** (Fully Successful or Equivalent) ***4*** (Level between Outstanding and Fully Successful) ***5*** (Outstanding or Equivalent)

[6] **Rating of Record (Level)** (*required, alphanumeric field; 1 position*). Key in the rating of record level. Valid values are:

Code	Description
1	Unacceptable
2	Level between Fully Successful and Unacceptable
3	Fully Successful or Equivalent
4	Level between Outstanding and Fully Successful
5	Outstanding or Equivalent
X	Not Rated (This code applies to General Schedule (GS/GM), Prevailing Rate, and other employees subject to the provisions of 5 CFR 430 (see coverage at 5 CFR 430.202 and 5 CFR 430.302) who have not yet received a rating of record under the performance appraisal system (e.g., a new hire)
Z	Excluded (Those employees excluded from the performance appraisal requirements in 5 CFR 430 by law or by OPM)

$\boxed{7}$ **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). (For detailed information refer to the section on **PRES Key Fields**.)

Press [Enter]. If the data passes system edits, the message *Document Successfully Added* is displayed.

- To add a Performance Appraisal document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process.
- To perform another function, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

(reserved)

SES Performance Appraisal (Doc. Type 770)

Document Type 770 is used to enter information from Form AD-770, Senior Executive Service Executive Performance Appraisal Record, to establish, change, or delete a performance appraisal score and appraisal period for a Senior Executive Service (SES) employee. This document type is only used for SES performance appraisals.

Verifying SES Performance Appraisal Data

Use the following resources to verify data on Document Type 770:

- IRIS Programs:

  313, SES Performance Data

  314, History Senior Executive Performance Data

  Note: Authorized security must be obtained to access the above programs since they contain sensitive data.

- The Listing of Personnel Error Messages Report listed as Document Type **075**
- Statement of Earnings and Leave (AD-334)

Entering SES Performance Appraisal Data

To select this document type, key in ***770*** at the Document Type/Next Page field on the PRES Menu or at the Next Document Type field on any document input screen. Press [Enter]. The SES Performance Appraisal screen (**Figure 42**) is displayed.

Adding A Document Type. To add a performance appraisal document, use the instructions below. Complete the key fields at the top of the screen as described under PRES Key Fields. Complete the remaining fields as follows:

Appraisal Period:

1 **From Date** *(required, numeric field; 6 positions)*. Key in the beginning date of the appraisal period in month, date, and year sequence.

2 **To Date** *(required, numeric field; 6 positions)*. Key in the ending date of the appraisal period in month, day, and year sequence.

3 **Scale** *(required, alpha field; max. of 2 positions)*. Key in the appraisal scale rating. Valid values are ***P*** (presumptive), ***FS*** (fully satisfactory), ***U*** (unsatisfactory), or a numeric rating of ***10*** through ***50***.

4 **Adjective** *(optional, alpha field; 1 position)*. If ***P*** as entered in the Scale field, key in ***P***; otherwise, leave blank.

5 **Retain** *(required, alpha field; 1 position)*. Key in ***Y*** (yes) if the employee is retaining their position or ***N*** (no) if not retaining their position.

6 **Bonus Percent** *(optional, numeric field; 2 positions)*. Key in the percent of the SES bonus. Valid values are ***01*** through ***20***.

7 **Bonus Amount** *(optional, numeric field; max. of 7 positions)*. Key in the amount of the SES bonus in dollars and cents.

8 **Type Award** *(required, alpha field; 1 position)*. Key in ***D*** (distinguished) or ***M*** (meritorious) to indicate the type of award received.

```
DP77001M                 SES PERFORMANCE APPRAISAL              XX/XX/XX
 OPER INITIALS          FUNCTION
 DEPT/AGENCY CODE                POI            SSNO
 EFF PAY PERIOD          PAY PERIOD YR          NEXT DOCUMENT TYPE
CLR=EXIT    PF1=MENU    PF5=HELP   PF10=REFRESH   PF11=DOC TYPE    PF12=STATUS
*******************************************************************************
 NAME LAST                        FIRST                   MIDDLE
            APPRAISAL PERIOD
                FROM DATE  [1]
                TO DATE    [2]
            SCALE      [3]
            ADJECTIVE  [4]
            RETAIN     [5]
            BONUS PERCENT  [6]
            BONUS AMOUNT   [7]
            TYPE AWARD     [8]
                                                                   STATUS
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER                       [9]
```

Figure 42. SES Performance Appraisal Screen

$\boxed{9}$ **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). (For detailed information refer to the section on **PRES Key Fields**.)

Press [Enter]. If the data passes system edits, the message *Document Successfully Added* is displayed.

- To add a Performance Appraisal document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process.

- To perform another function, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

Leave

Lump Sum Leave Payments
(Doc. Type 054)

Document Type 054 is used to pay an employee separated from the Federal service or the government of the District of Columbia a lump sum for accumulated and current accrued annual leave.

Lump sum payments are also entitled to

- employees who enter the Armed Forces or who transfer to public international organizations and who do not elect to retain their annual leave to their credit;
- employees who transfer to positions not under a leave system to which annual leave may be transferred;
- intermittent employees for whom there have not been established regular tours of duty during each administrative workweek;
- temporary employees engaged in construction work at hourly rates;
- employees of the Senate or House of Representatives; and
- employees of any corporation under the supervision of the Farm Credit Administration (FCA) if any member of the corporation's board of directors is elected or appointed by private interests.

A lump sum is not payable to an employee who transfers to a position to which his/her annual leave is transferable, or to a student trainee employed continuously with intermittent duty status between full-time tours of duty.

The lump sum payment to which an employee is entitled is equal to the pay that he/she would have received had he/she remained in the service until the expiration of the period of annual leave. The lump sum payment is to be computed on the basis of an employee's rights at the time of separation under all applicable laws and regulations existing at that time which would have affected his/her pay had he/she remained in the service for the period covered by the leave.

Form AD-581, Lump Sum Leave or Compensatory Time Payments, authorizes payment to an employee for annual leave that is earned during employment and is used for the following:

- an interim annual leave lump sum payment to an employee who is not separating from the rolls but is no longer eligible to earn leave due to a change in type of employment, or
- a final annual leave lump sum payment for accrued leave to a separated employee.

Supervisors must initiate the AD-581 to indicate the number of hours of unused annual leave as of the separation date. The annual leave noted on the AD-581 must agree with the amount in the Payroll/Personnel database. To correct the leave, the agency must access TINQ Program 01, Annual and Sick Leave. For more information, see the **TINQ procedure**. If the employee is indebted to the Government at the time of separation and has an annual leave balance, the lump sum payment must be processed. (Notify NFC's Payroll/Personnel Operations Section in writing before the final T&A Report is processed. If the final salary is insufficient to recover the debt, the debt is collected from the lump sum payment.)

Lump Sum Leave Reference

5 U.S.C. 5551

Verifying Lump Sum Leave Data

Use the following resources to verify data on Document Type 054:

- IRIS Program **136**, Annual/Sick Leave
- The Listing of Personnel Error Messages Report listed as Document **054**
- Statement of Earnings and Leave (AD-334) and EARN

Entering Lump Sum Leave Data

To select this document type, key in ***054*** at the Document Type/Next Page field on the PRES Menu or at the Next Document Type field on any document type screen. Press [Enter]. The Lump Sum Leave Payments screen (**Figure 43**) is displayed.

Adding The Document Type. To add a Lump Sum Leave Payments document, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

```
DP05401M             LUMP SUM LEAVE PAYMENTS              XX/XX/XX
 OPER INITIALS       FUNCTION
 DEPT/AGENCY CODE            POI           SSNO
 EFF PAY PERIOD        PAY PERIOD YR       NEXT DOCUMENT TYPE
CLR=EXIT   PF1=MENU   PF5=HELP    PF10=REFRESH   PF11=DOC TYPE   PF12=STATUS
*******************************************************************************
 NAME LAST                       FIRST                 MIDDLE
 DATE OF SEPARATION [1]
 TYPE PYMT [2]     FLAT TAX RATE [3]   MINUS S/L [4]   PAY COLA [5]   PAY AUO [6]
 WAGE EMP SHIFT RATE HOURS [7] 1ST         2ND         3RD         VAR
 DATES LUMP SUM PAYMENT CARRIES THROUGH: A/L RESTORED [8]
   A/L WITHIN CEILING [9]                A/L ABOVE CEILING [10]
 HOURS APPLICABLE TO LAST DAY OF LSP [11]     TOTAL HOURS TO BE PAID [12]
 ACCOUNTING DATA USAGE CODE [13]          TOTAL LINES OF ACCOUNTING DATA [14]

ACCOUNTING DATA [15]              HRS [16] ACCOUNTING DATA                  HRS

                                                           STATUS [17]
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 43. Lump Sum Leave Payments Screen

1 **Date Of Separation** *(required, numeric field; 6 positions)*. Key in the date the employee separated in month, day, and year order when the Type Pymt field is coded 1, final lump sum payment.

2 **Type Pymt** *(required, numeric field; 1 position)*. Key in ***0*** if an interim lump sum payment is to be made or ***1*** if a final lump sum payment is to be made.

3 **Flat Tax Rate** *(required, numeric field; 1 position)*. Key in ***0*** if Federal taxes are to be withheld according to the Federal tax withholding in the Payroll/Personnel database or ***1*** if the employee desires to have 25 percent Federal tax withheld. **Note:** If 0 is entered, the Payroll/Personnel System will treat the lump sum payment as a biweekly salary amount, annualize it, and apply the Federal tax formula. The application of the Federal tax formula could result in a withholding rate greater than 25 percent, up to the current maximum withholding rate.

4 **Minus S/L** *(required, numeric field; 1 position)*. Key in ***0*** if there is no advanced sick leave or ***1*** if the employee has advanced sick leave to be forgiven.

5 **Pay COLA** *(required, numeric field; 1 position)*. Key in the pay COLA code. Valid values are:

- ***0*** - None (not entitled to COLA or post differential)
- ***1*** - COLA
- ***2*** - Post Differential
- ***3*** - COLA and Post Differential

Note: [illegible]

[illegible]

6 **Pay AUO** *(required, numeric field; 1 position)*. Key in ***0*** if the employee is not entitled to Authorized Unscheduled Overtime (AUO) or ***1*** if AUO is due the employee.

7 **Wage Emp Shift Rate Hours 1st, 2nd, 3rd, Var** *(required for wage grade employees, numeric field; max. of 5 positions for each shift)*. Key in the applicable shift rate hours for wage system employees (e.g., 100 1/2 hours is entered as ***10050***).

Dates Lump Sum Payment Carries Through:

8 **A/L Restored** *(optional, numeric field; 6 positions)*. Key in the date the restored annual leave carries through in month, day, and year order. **Note:** Holidays are included as regular work days in the projected date.

9 **A/L Within Ceiling** *(optional, numeric field; 6 positions)*. Key in the date the annual leave within ceiling carries through in month, day, and year order. **Note:** Holidays are included as regular work days in the projected date.

10 **A/L Above Ceiling** *(optional, numeric field; 6 positions)*. Key in the date the annual leave above ceiling carries through in month, day, and year order. **Note:** Holidays are included as regular work days in the projected date.

11 **Hours Applicable To Last Day Of LSP** *(required, numeric field; max. of 4 positions)*. Key in the number of hours that are applicable to the last day of the lump sum payment (e.g., 5 1/2 hours is entered as ***550***).

12 **Total Hours To Be Paid** *(required, numeric field; max. of 6 positions)*. Key in the total amount of annual leave hours to be paid (e.g., 100 1/2 hours is entered as ***10050***). This amount must agree with the balance of annual leave shown on the final T&A Report and IRIS Program 136.

13 **Accounting Data Usage Code** *(required, numeric field; 1 position)*. Key in ***0*** if the accounting data is to be entered or ***1*** if the accounting data stored in the Payroll/ Personnel database will be used.

14 **Total Lines Of Accounting Data** *(required, numeric field; 2 positions)*. If the Accounting Data Usage Code field is coded 0, key in the number of lines of accounting data to be charged in the Accounting Data field(s) below. Key in ***00*** if the Accounting Data Usage Code is coded 1.

15 **Accounting Data** *(required if the Accounting Data Usage Code field is coded 0, numeric field; max. of 27 positions for each line of accounting)*. Key in the accounting data to be charged. **Note:** Up to 10 lines of accounting data can be entered.

16 **Hours** *(required if the Accounting Data Usage Code field is coded 0, numeric field; max. of 6 positions)*. Key in the number of hours to be charged for each line of accounting data (e.g., 100 1/2 hours is entered as ***10050***).

17 **Status** *(required, numeric field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Lump Sum Leave Payments document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

Compensatory Time Payments (Doc. Type 056)

Document Type 056 is used to enter information from Form AD-581, Lump Sum Leave or Compensatory Time Payments, authorizing payment to an employee for compensatory time leave earned during employment. The two types of compensatory time leave payments are described below:

- interim compensatory time leave payment to an employee who is not separating (e.g., full-time employee converts to intermittent)
- final compensatory time payment to a separated employee

Compensatory time payments should be made in accordance with your Departmental regulations.

Compensatory time payments are paid at the rate of overtime pay applicable at the time the work was performed. **Note:** The Payroll/Personnel System calculates the rate of overtime at the Title V rate. If the employee earns overtime at a higher Fair Labor Standards Act (FLSA) rate, a Form AD-343, Payroll Action Request, must be submitted to the Payroll/Personnel Operations to process the compensatory time payment manually. The AD-343 should be entered in the Document Tracking System (DOTSE). For more information on DOTSE, see the DOTSE procedure.

Payments for compensatory time must always be charged to the current fiscal year appropriation regardless of the fiscal year in which the overtime was worked.

To enter compensatory time records inadvertently omitted from the T&A Report or to correct the rate at which the compensatory time was earned, access TINQ Program 05, Comp Leave & Comp-Oth-Rt. For more information, see the **TINQ Procedure**.

Compensatory Time Payments Reference

5 U.S.C. 5543

Verifying Compensatory Time Payments Data

Use the following resources to verify data on Document Type 056:

- IRIS Program **139**, Compensatory Leave and Rates
- The Listing of Personnel Error Messages Report listed as Document Type **056**
- Statement of Earnings and Leave (AD-334) and EARN

Entering Compensatory Time Payments Data

To select this document type, key in ***056*** at the Document Type/Next Page field on the PRES screen or at the Next Document Type field on any document type screen. Press [Enter]. The Compensatory Time Payments screen (**Figure 44**) is displayed.

Adding The Document Type. To add a Compensatory Time Payments document, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

[1] **Type Payment** *(required, numeric field; 1 position)*. Key in ***0*** if the payment is an interim payment when the employee is not separating or ***1*** if the payment is a final payment when the employee is separating from Federal service.

```
DP05601M         COMPENSATORY TIME PAYMENTS                        XX/XX/XX
 OPER INITIALS            FUNCTION
 DEPT/AGENCY CODE                  POI            SSNO
 EFF PAY PERIOD            PAY PERIOD YR          NEXT DOCUMENT TYPE
CLR=EXIT    PF1=MENU    PF5=HELP    PF10=REFRESH    PF11=DOC TYPE    PF12=STATUS
*******************************************************************************
 NAME LAST                          FIRST                     MIDDLE
 TYPE PAYMENT [1]
 TOTAL HOURS TO BE PAID    [2]
 ACCOUNTING DATA USAGE CODE     [3]
 TOTAL LINES OF ACCOUNTING DATA [4]

    ACCOUNTING DATA [5]        HRS [6]        ACCOUNTING DATA          HRS



                                                            STATUS [7]
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 44. Compensatory Time Payments Screen

2 **Total Hours To Be Paid** *(required, numeric field; max. of 5 positions)*. Key in the total amount of compensatory leave hours to be paid (e.g., 50 1/2 hours is entered as ***5050***).

3 **Accounting Data Usage Code** *(required, numeric field; 1 position)*. Key in ***0*** if the accounting data is to be entered or ***1*** if the accounting data stored in the Payroll/ Personnel System will be used.

4 **Total Lines of Accounting Data** *(required, numeric field; 2 positions)*. If the Accounting Data Usage Code is coded 0, key in the number of lines of accounting data to be charged in the Accounting Data field(s) below. Key in ***00*** if the Accounting Data Usage Code is coded 1.

5 **Accounting Data** *(required if the Accounting Data Usage Code is coded 0, numeric field; max. of 27 positions for each line of accounting)*. Key in the accounting data to be charged. **Note:** Up to 10 lines of accounting data can be entered.

6 **Hours** *(required if the Accounting Data Usage Code is coded 0, numeric field; max. of 5 positions)*. Key in the number of hours to be charged for each line of accounting data (e.g., 50 1/2 hours is entered as ***5050***).

7 **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Compensatory Time Payments document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

Record Of Leave Data Transferred
(Doc. Type 160)

Document Type 160 is used to transfer and/or recredit annual and/or sick leave to an employee's leave account. It adds information from the SF-1150, Record of Leave Data, for employees who transfer into the Payroll/Personnel System without a break in service and who have current leave balances and for employees who have been rehired without a break in service of more than 3 years and the sick leave is recreditable.

The SF-1150 is used to transfer leave in the following situations:

- to transfer an employee's leave data into the Payroll/Personnel System when he/she transfers from another department without a break in service of more than 3 years. (See Transferring Leave In.)
- to transfer a separated employee's leave record from the Payroll/Personnel System to another department when he/she does not have a break in service of more than 3 years and recreditable sick leave. (See Transferring Leave Out.)

Transferring Leave In

To transfer an employee's leave data into the Payroll/Personnel System, the gaining department enters the information in PRES after the SF-1150 is received from the losing department. If the SF-1150 is not received in a timely manner, the gaining department should contact the losing department regarding the delay.

To correct erroneous leave balances, the gaining department should return the SF-1150 received from the losing department, an AD-717, Audit for Leave Year 19__, and an AD-343, Payroll Action Request, to the Financial Services Division of NFC. The forms should be attached to an AD-354, Request for Information. A corrected SF-1150 will then be issued.

To cancel leave data that has been entered in PRES Program DP160 and applied to the database, the gaining department must access TINQ and zero out the leave data recorded in TINQ Program 01, Annual and Sick Leave. For more information, see the **TINQ procedure**.

Transferring Leave Out

To transfer a separated employee's leave record to another department, the employee's final T&A Report, separation action, and Form AD-581, Lump Sum Leave or Compensatory Time Payments, if applicable, must have been processed by NFC. If there is no annual leave or compensatory leave, an AD-581 does not have to be processed unless the employee is indebted. The SF-1150 is generated after all actions are processed and is sent to the losing department by mail or through RFQS.

To correct erroneous leave balances, the losing department must authorize the changes in writing. Upon receipt of the changes, NFC will issue a corrected SF-1150 to the gaining department.

To cancel leave data after the SF-1150 has been produced, the losing department must restore the leave to the Payroll/Personnel database through TINQ Program 01 or PRES Program DP160.

Record Of Leave Data Transferred Reference

5 U.S.C. 6301

Verifying Transferred Leave Data

Use the following resources to verify data on Document Type 160:

- IRIS Programs:

  133, Separated Leave

  136, Annual/Sick Leave

  137, Sick Leave

  138, Other Leave

  140, Non Pay Leave

- The Listing of Personnel Error Messages Report listed as Document Type **160**
- Statement of Earnings and Leave (AD-334) and EARN

Entering Transferred Leave Data

To select this document type, key in ***160*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document type screen. Press [Enter]. The Record Of Leave Data Transferred screen **(Figure 45**) is displayed.

Adding The Document Type. To add a Record Of Leave Data Transferred document, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

```
DP16001M              RECORD OF LEAVE DATA TRANSFERRED              XX/XX/XX
 OPER INITIALS           FUNCTION
 DEPT/AGENCY CODE                  POI             SSNO
 EFF PAY PERIOD             PAY PERIOD YR          NEXT DOCUMENT TYPE
CLR=EXIT   PF1=MENU   PF5=HELP   PF10=REFRESH   PF11=DOC TYPE    PF12=STATUS
********************************************************************************
 NAME LAST                          FIRST                       MIDDLE
        *** SUMMARY OF ANNUAL AND SICK LEAVE ***
 PRIOR YEAR LEAVE BALANCE   1              ANNUAL HRS      CR    SICK HRS    CR
 CURRENT YEAR LEAVE EARNED  2
 REDUCTION IN CREDITS       3
 CURRENT YEAR LEAVE TAKEN   4
 LEAVE TRANSFERRED          5
        *** ABSENCE WITHOUT PAY AND MILITARY LEAVE ***
 LEAVE WITHOUT PAY OR FURLOUGH DURING LEAVE YEAR 6
                                                 SINCE LAST WGI  7
 AWOL OR SUSPENSION SINCE LAST WGI  8
 MILITARY LEAVE TAKEN - THIS LEAVE YEAR 9
 COMMENCING DATE OF WGI WAITING PERIOD 10
 AWOL OR SUSPENSION DURING CURRENT LEAVE YEAR  11
 ENDING DATE OF LUMP SUM LEAVE 12
                                                             STATUS 13
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 45. Record Of Leave Data Transferred Screen

Note: All leave entered must indicate quarter hours (00, 25, 50, 75) except for Current Year Leave Earned and Reduction In Credits which can only be entered in full hours. If quarter hour balances are not indicated, key in ***00*** (e.g., 240 hours is keyed in as ***24000***).

*****Summary Of Annual And Sick Leave*****

1 Prior Year Leave Balance *(required, numeric field; max. of 6 positions)*. Key in the prior year annual and/or sick leave balance(s). If the leave is a negative (credit) balance, key in ***Y*** in the CR field.

2 Current Year Leave Earned *(required, numeric field; max. of 3 positions)*. Key in the number of annual and sick leave hours earned during the current leave year.

3 Reduction In Credits *(required, numeric field; max. of 3 positions)*. Key in the number of hours the annual and sick leave is to be reduced.

4 Leave Transferred *(required, numeric field; max. of 6 positions)*. Key in the total number of annual and sick leave hours to be transferred. If the leave being transferred is a negative (credit) balance, key in ***Y*** in the CR field.

If the employee had any absence without pay or military leave, complete fields 7 through 16 .

*****Absence Without Pay And Military Leave*****

5 Leave Without Pay Or Furlough During Leave Year *(optional, numeric field; max. of 6 positions)*. Key in the number of leave without pay or furlough hours the employee had during the leave year.

6 Since Last WGI *(optional, numeric field; max. of 6 positions)*. Key in the number of leave without pay or furlough hours the employee had since receiving his/her last within-grade increase.

7 Current Year Leave Taken *(required, numeric field; max. of 6 positions)*. Key in the total number of annual and sick leave hours used during the current leave year.

8 AWOL Or Suspension Since Last WGI *(optional, numeric field; max. of 6 positions)*. Key in the number of AWOL or suspension hours the employee had since receiving his/her last within-grade increase.

9 Military Leave Taken - This Leave Year *(optional, numeric field; max. of 2 positions)*. Key in the number of days of military leave used during the current leave year.

10 Commencing Date Of WGI Waiting Period *(optional, numeric field; 6 positions)*. Key in the date the WGI waiting period began in month, day, and year order.

11 AWOL Or Suspension During Current Leave Year *(optional, numeric field; max. of 6 positions)*. Key in the number of AWOL or suspension hours used during the current leave year.

12 Ending Date Of Lump Sum Leave *(optional, numeric field; 6 positions)*. Key in the date the lump sum payment carried through in month, day, and year order.

13 Status *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release),

H (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Record Of Leave Data Transferred document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

Authorization For Restored Annual Leave (Doc. Type 165)

Document Type 165 is used to restore annual leave that has been forfeited due to administrative error, exigencies of the public business, or sickness.

Form AD-582, Authorization for Restored Annual Leave Under P.L. 93-181 or P.L. 94-172, is the only document which can be accepted by NFC for restoring annual leave. It is used to establish the number of hours of restored annual leave in the Payroll/Personnel database.

Time Limit For Use Of Restored Leave

Annual leave that has been restored must be scheduled and used no later than the end of the leave year ending two years after:

- the date of restoration of the annual leave forfeited because of administrative error; or
- the date fixed by the agency head, or designated official, as the termination date of the exigency of the public business which resulted in forfeiture of the annual leave; or
- the date the employee is determined to be recovered and able to return to duty if the leave was forfeited because of sickness.

Any restored leave unused at the expiration of the 2-year limit is automatically forfeited with no further right to restoration.

Recording Restored Leave

Restored annual leave is credited to a separate leave account. Restored annual leave used and the balance should be indicated in the applicable blocks of the T&A Report. The amount of the restored leave does not increase or change an employee's normal maximum carryover of annual leave into a new leave year.

Agencies are responsible for establishing adequate record keeping and administrative procedures to properly identify in a separate leave account:

- the date the annual leave was restored for use;
- the amount credited;
- the specific schedule established for use; and
- the amount of usage and balance.

The Payroll/Personnel System calculates restored annual leave used and balances. Timekeepers should show the hours used and balance in the applicable blocks of the T&A Report whenever restored annual leave is used.

Correcting And Canceling Restored Annual Leave

If the correction or cancellation of restored annual leave is for the current year, complete a new AD-582 to add to, replace, or delete the existing restored annual leave balance in the Payroll/Personnel System. If the correction or cancellation is for a prior year, use TINQ Program 07, Annual Leave Restored.

Restored Annual Leave Reference

5 U.S.C. 6304

Verifying Restored Annual Leave Data

Use the following resources to verify data on Document Type 165:

- IRIS Program **136**, Annual/Sick Leave
- The Listing of Personnel Error Messages Report listed as Document Type **165**

Entering Restored Annual Leave Data

To select this document type, key in ***165*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document type screen. Press [Enter]. The Authorization For Restored Annual Leave screen (**Figure 46**) is displayed.

Adding The Document Type. To add an authorization for restored annual leave document, complete the key fields at the top of the screen as described in the section on PRES Key Fields. Then complete the remaining fields as follows:

1 **Total Amount Annual Leave Restored** *(required, numeric field; max. of 5 positions)*. Key in the total amount of annual leave hours to be restored in whole and quarter hours (e.g., for 80 hours, key in ***8000***).

```
DP16501M        AUTHORIZATION FOR RESTORED ANNUAL LEAVE        XX/XX/XX
 OPER INITIALS          FUNCTION
 DEPT/AGENCY CODE               POI            SSNO
 EFF PAY PERIOD          PAY PERIOD YR         NEXT DOCUMENT TYPE
CLR=EXIT   PF1=MENU   PF5=HELP   PF10=REFRESH   PF11=DOC TYPE   PF12=STATUS
*******************************************************************************
 NAME LAST                      FIRST                   MIDDLE

            TOTAL AMOUNT ANNUAL LEAVE RESTORED  [1]

            ACTION CODE  [2]

            YEAR LEAVE TO BE USED  [3]

                                                                  STATUS [4]
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 46. Authorization For Restored Annual Leave Screen

[2] **Action Code** *(required, numeric field; 1 position)*. Key in the action code. Valid action codes are:

- Action Code ***1*** is used to establish restored annual leave in the database, or to add to the existing total due to an additional restoration of leave.
- Action Code ***2*** is used to replace an amount previously established. Show new amount for total hours.
- Action Code ***3*** is used to delete an amount previously established.

[3] **Year Leave To Be Used** *(required, numeric field; 2 positions)*. Key in the beginning year of annual leave restoration (e.g., if leave is restored for 1999, enter ***00*** for the year 2000).

[4] **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information see **PRES Key Fields**.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add an Authorization For Restored Annual Leave document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

Miscellaneous Data Elements

Allowances (Doc. Type 127)

Certain employees are eligible to receive various allowances in addition to their normal salary. Refer to your agency instructions for the criteria for receiving these allowances. The allowances entered in PRES are in addition to the cost-of-living allowance (COLA) or a post differential as provided for duty stations in certain nonforeign areas or a foreign post differential in certain foreign areas and TDY post differential.

COLA and post differential are established in the Payroll/Personnel database through PACT/EPIC/FESI. For detailed information on COLA and post differential, see the **PACT/EPIC/FESI procedures**.

TDY post differential is established in the Payroll/Personnel database through PRES Program DP120, Multielement Update Document. For detailed information on TDY post differential, see **Multielement Update Document** (Doc. Type 120).

Verifying Allowance Data

Use the following resources to verify data on Document Type 127:

- IRIS Program **109**, AllowancesCOLA/Post Diff
- The Listing of Personnel Error Messages Report listed as Document Type **127**
- Statement of Earnings and Leave (AD-334) and EARN

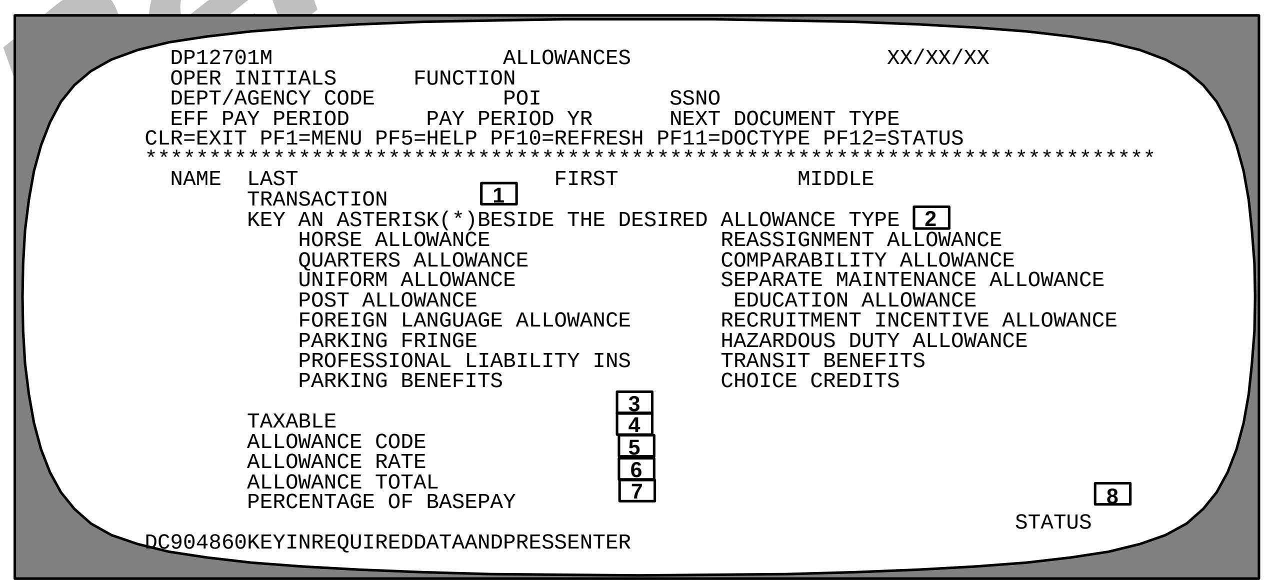
Entering Allowance Data

To select this document type, key in ***127*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document type screen. Press [Enter]. The Allowances screen (**Figure 46**) displayed.

Adding The Document Type. To add an Allowance document, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

1 **Transaction** *(required, alpha field; 1 position)*. Key in the transaction code. Valid values are ***A*** (add), ***C*** (change), or ***D*** (delete).

2 **Key An Asterisk (*) Beside The Desired Allowance Type** *(required, alphanumeric field; 1 position)*. Key in an asterisk next to the type of allowance to be paid.



```
DP12701M                  ALLOWANCES                     XX/XX/XX
OPER INITIALS      FUNCTION
DEPT/AGENCY CODE          POI          SSNO
EFF PAY PERIOD      PAY PERIOD YR      NEXT DOCUMENT TYPE
CLR=EXIT PF1=MENU PF5=HELP PF10=REFRESH PF11=DOCTYPE PF12=STATUS
***************************************************************************************
NAME  LAST                       FIRST                MIDDLE
      TRANSACTION            1
      KEY AN ASTERISK(*)BESIDE THE DESIRED ALLOWANCE TYPE  2
          HORSE ALLOWANCE                  REASSIGNMENT ALLOWANCE
          QUARTERS ALLOWANCE               COMPARABILITY ALLOWANCE
          UNIFORM ALLOWANCE                SEPARATE MAINTENANCE ALLOWANCE
          POST ALLOWANCE                    EDUCATION ALLOWANCE
          FOREIGN LANGUAGE ALLOWANCE       RECRUITMENT INCENTIVE ALLOWANCE
          PARKING FRINGE                   HAZARDOUS DUTY ALLOWANCE
          PROFESSIONAL LIABILITY INS       TRANSIT BENEFITS
          PARKING BENEFITS                 CHOICE CREDITS
                                  3
      TAXABLE                     4
      ALLOWANCE CODE              5
      ALLOWANCE RATE              6
      ALLOWANCE TOTAL             7
      PERCENTAGE OF BASEPAY                              8
                                                  STATUS
DC904860KEYINREQUIREDDATAANDPRESSENTER
```

Figure 47. Allowances Screen

The following is an alphabetical list of the allowances entered in PRES:

Choice Credits - Choice Credits allowance is for FDIC use only. An FDIC employee may choose various benefits options in FDIC Choice, including electing a low option or waiving (not enrolling in) dental, vision, or life benefits. If an employee chooses a low option or waives benefits, the employee will receive a predefined amount of taxable cash ("Choice Credits" allowance) paid through NFC's Payroll/Personnel System. Once the employee has elected the Waiver Option, the Third Party Administrator will determine the full amount to be applied to the Choice Credits allowance. The payment for Choice Credits allowance will be processed on a calendar year basis in 25 equal installments. The amount of the allowance is entered in the **Allowance Rate** field only. This amount is taxable.

Comparability Allowance (known as physicians comparability allowance) - For employees officially stationed in the continental United States or in a foreign area, whose rates of basic pay are fixed by statute or, without taking into consideration the allowances and differentials for work of comparable level of difficulty and responsibility. The payment is taxable.

Note: Physicians comparability allowance can be entered to reflect a 1-year agreement amount or a 2-year agreement amount. Each pay period the Payroll/Personnel System will deduct the amount paid from the **Allowance Total** until the **Allowance Total** reaches zero.

If the physicians comparability allowance is a *biweekly amount*, type the biweekly amount in the **Allowance Rate** field. **Note**: The amount actually paid each pay period may be reduced because the Payroll/Personnel System divides the biweekly amount entered by 80 to derive the hourly rate of the physicians comparability allowance. The hourly rate is then multiplied by the number of hours in a pay status each pay period.

- For example, if the physicians comparability allowance is for a 2-year agreement of $20,000, the **Allowance Rate** field should reflect $384.62, which is $10,000 (for each year) divided by 26 pay periods, and the **Allowance Total** field would reflect the 2-year agreement amount of $20,000.

If the physicians comparability allowance is an *annual amount*, type the annual amount in the **Allowance Rate** field. Although an annual amount is entered, the physicians comparability allowance is paid to the employee each pay period. **Note:** The amount actually paid each pay period may be reduced because the Payroll/Personnel System divides the annual amount entered by 2087 to derive the hourly rate of the physicians comparability allowance. The hourly rate is then multiplied by the number of hours in a pay status each pay period.

- If the comparability allowance is for a 1-year agreement amount, the amount entered in the **Allowance Rate** field and the amount entered in the **Allowance Total** field must be the *same amount*.
- If the physicians comparability allowance is for a 2-year agreement amount, the **Allowance Rate** field must reflect the annual amount and the **Allowance Total** field must reflect the 2-year agreement amount (e.g., the 2-year agreement amount is $20,000, the **Allowance Rate** field would reflect the annual amount of $10,000 and the **Allowance Total** field would reflect the 2-year agreement amount of $20,000.

Education Allowance - For assistance in meeting extraordinary and necessary expenses in providing adequate elementary and secondary education for an employee's children while serving in a foreign area. This allowance is paid each pay period until the amount entered in the **Allowance Total** field reaches zero. **Note:** If the education allowance is to be processed as a one-time payment, the **Allowance Rate** field and the **Allowance Total** field must be the same amount. The amount is tax exempt.

Foreign Language Allowance - For employees in foreign service positions to acquire and/or maintain proficiency in foreign languages used at overseas posts. This allowance is a percentage of the employee's base pay and is paid each pay period until Transaction Code D (delete) is used to stop the allowance. The amount is taxable.

Hazardous Duty Allowance - This field is only available for use by the U.S. Capitol Police. For further detailed information regarding hazardous duty allowance, refer to your agency's publications. The amount entered in the **Allowance Rate** field will be paid each pay period until Transaction Code D (delete) is used to stop the allowance. The amount is taxable.

Horse Allowance - For furnishing a horse and the necessary equipment for use on the job. The Payroll/Personnel System automatically pays the amount entered in the **Allowance Rate** field only once (lump sum) even though Allowance Code 3 (per pay period) is entered in the **Allowance Code** field. The amount is taxable.

Parking Benefits - The Parking benefits is covered by Section 132(f) of 26 USC, Qualified Parking. The Parking benefit grants employers the opportunity to offer employees parking benefits for parking on or near the business premises of the employer, or on or near a location from which the employee commutes to work by mass transit, either in a commuter highway vehicle or by carpool. The benefit reduces the amount of taxable wages from which payroll and income taxes are calculated. The amount is entered in the **Allowance Rate** field per pay period until the maximum amount is reached, or Transaction Code D (delete) is used to stop the benefit. Agencies have the option of processing a Change Action to change the amount per pay period. The amount cannot exceed $87.70 per pay period or $2280.00 per year. The payment is tax exempt.

Parking Fringe - Employee parking is an employer-provided transportation benefit, which is considered a noncash taxable fringe benefit. An employee is taxed on the cash value for parking which is in excess of $190.00 per month. This fringe benefit is taxable and is reported on the employee's W-2, Wage and Tax Statement. The amount entered in the **Allowance Rate** field will be reported each pay period until Transaction Code D (delete) is used to stop the allowance.

Note: Parking fringe allowance may also be processed using the T&A entry method. For information on processing parking fringe allowance through the T&A via STAR, see Chapter 7, Section 1 of the Payroll/Personnel Manual. Agencies should not enter a parking fringe allowance using both PRES Document Type 127 and STAR. The T&A will be suspended if the Parking Fringe field is entered in both PRES and STAR.

Post Allowance (Foreign) - For assignment to a foreign post where the foreign cost of living is significantly higher than in Washington, D.C. The amount entered in the **Allowance Rate** field will be paid each pay period until Transaction Code D (delete) is used to stop the allowance. The amount is tax exempt.

Professional Liability Insurance Allowance - Professional Liability Insurance is a provision that allows Federal agencies to reimburse their management officials, supervisors, and law enforcement officers for up to one-half of the cost of their Professional Liability Insurance. Management official and supervisor are defined in section 7103(a) of title 5, United States Code (USC). Law enforcement officer is defined in section 8331(20) of section 8401(17) of title 5, USC or in section 4823 of title 22, USC. The terms of the provisions are as follows:

- The policy covers Federal employees who are acting within the scope of their employment.
- Agencies are authorized to reimburse the employee for up to one-half of the cost of the policy after proof of payment is submitted.
- Reimbursements are made annually. Data must be entered each time the policy is renewed so that the Allowance Total field can be adjusted for the necessary pay period.
- This fringe benefit is excluded from gross income and does not constitute wages for employment purposes.
- Eligibility for the allowance is determined administratively.

The Payroll/Personnel System automatically pays the amount entered in the **Allowance Rate** field only once even though Allowance Code 3 (per pay period) is entered in the **Allowance Code** field. The amount is tax exempt.

Quarters Allowance - For the cost of rent, heat, light, and water for American citizen civilian employees while living in a foreign area by reason of employment by the U.S. Government. Quarters allowance may be paid on a per day basis or a pay period basis. The amount may be taxable or tax exempt.

- If the *per day basis* is entered in the **Allowance Code** field, Transaction Code (TC) 49, Suffix 3, Quarters Allowance - Tax Exempt, or TC 49, Suffix 4, Quarters Allowance - Taxable, must be entered on the T&A to record the number of days for which the allowance is to be paid. For information on TC 49/3 and TC 49/4, see the **T&A procedure**.
- If the *pay period basis* is entered in the **Allowance Code** field, no entry on the T&A is required, the amount entered in the Allowance Rate field will be paid each pay period until Transaction Code D (delete) is used to stop the allowance.

Reassignment Allowance - For extraordinary, necessary, and reasonable expenses, not otherwise compensated for, incurred by an employee incident to establishing him/herself at a post of assignment in a foreign area (including costs incurred in the United States prior to departure for a post assignment in a foreign area) or the United States between assignment to post in a foreign area. The Payroll/Personnel System automatically pays the amount entered in the **Allowance Rate** field only once even though Allowance Code 3 (per pay period) is entered in the **Allowance Code** field. The amount is taxable.

Recruitment Incentive Allowance - For recording cash payments offered to selectees of the USDA Demonstration Project. The Payroll/Personnel System automatically pays the amount entered in the **Allowance Rate** field only once even though Allowance Code 3 (per pay period) is entered in the **Allowance Code** field. The amount is taxable.

Separate Maintenance Allowance - For the additional expenses of maintaining family members at a place other than the employee's post for the convenience of the Government or due to adverse living conditions at the employee's post. This allowance may be paid on a per day basis or a per pay period basis. The amount may be taxable or tax exempt.

- If a per day basis is entered in the **Allowance Code** field, TC 51, Suffix 2, Separate Maintenance Allowance - Tax Exempt, or TC 51, Suffix 3, Separate Maintenance Allowance - Taxable, must be entered on the T&A each pay period to record the number of days for which the allowance is to be paid. For information on TC 51/2 or TC 51/3, see the **T&A procedure**.
- If the per pay period basis is entered in the **Allowance Code** field, no entry on the T&A is required, the amount entered in the **Allowance Rate** field will be paid each pay period until Transaction Code D (delete) is used to stop the allowance.

Transit Benefits -Transit benefits is a provision of the Transportation Equity Act of 1998 under Section 132(f) of 26 USC, that allows employers to offer employees transportation fringe benefits for transit passes/van pools in lieu of monetary compensation using employee pretax dollars. The benefit reduces the amount of taxable wages from which payroll and income taxes are calculated. Transit benefits include transit or eligible vanpools, using commuter vehicles/transit related to commuter vehicles/transit other than single-occupancy motor vehicles. The amount is entered in the **Allowance Rate** field per pay period until the maximum amount is reached, or Transaction Code D (delete) is used to stop the benefit. Agencies have the option of processing a Change Action to change the amount per pay period. The amount cannot exceed $50.00 per pay period or $1200.00 per year. The payment is tax exempt.

Uniform Allowance - For the additional expense of wearing a uniform required by regulations or statute in the performance of official duty. The amount entered in the Allowance Rate field will be paid each pay period until Transaction Code D (delete) is used to stop the allowance. **Note:** If the uniform allowance is to be processed as a one-time payment, the **Allowance Rate** field and the **Allowance Total** field must be the same amount. The amount may be taxable or tax exempt.

Note: Uniform allowances may also be processed on the employee's T&A. For information on processing uniform allowances on the T&A, see the **T&A procedure**. Agencies should not enter a uniform allowance transaction using both PRES Document Type 127 and the T&A, this will result in a duplicate uniform allowance payment.

3 **Taxable** *(required, alpha field; 1 position)*. Key in ***Y*** (taxable) if the allowance is taxable or key in ***N*** (tax exempt) if the allowance is tax exempt.

4 **Allowance Code** *(required, numeric field; 1 position)*. Valid values are ***1*** (pay day), ***3*** (per pay period), ***4*** (annual), and ***5*** (percent of base pay).

Allowance	**Frequency**
Choice Credits	Per pay period
Comparability	Per pay period or annual
Education	Per pay period
Foreign Language	Percent of base pay
Hazardous Duty	Per pay period
Horse	Per pay period (one time only)
Parking Benefits	Per pay period
Parking Fringe	Per pay period
Post	Per pay period
Professional Liability	Per pay period (one time only)
Quarters	Per day or per pay period
Reassignment	Per pay period (one time only)
Recruitment Incentive	Per pay period (one time only)
Separate Maintenance	Per day or per pay period
Transit Benefits	Per pay period
Uniform	Per pay period

5 **Allowance Rate** *(required, numeric field; max. of 7 positions)*. Type the per day, per pay period, annual, or full amount rate to be paid in dollars and cents. Do not complete this field for *foreign language allowance.*

6 **Allowance Total** *(required only for comparability, education, uniform, and professional liability insurance allowances, and transit and parking benefits numeric field; max. of 7 positions)*. Type the maximum amount of the allowance in dollars and cents. The system will reduce the allowance total each pay period by the allowance rate until the allowance total reaches zero.

Note: For education, uniform, and professional liability insurance allowances only. If the total is to be processed as a one-time payment, the **Allowance Rate** and the **Allowance Total** fields must be the same amount. If the **Allowance Total** field is left blank for education and uniform allowances, the amount entered in the **Allowance Rate** field is paid each pay period until Transaction Code D (delete) is used to cancel (stop) the allowance.

7 **Percentage Of Base Pay** *(required only for foreign language allowance, numeric field; max. of 2 positions)*. Leave blank for all other allowances. Valid percents are:

Percent	Agency
05, 10, or ***15***	All agencies except for FAS and USAID
02 through ***20***	FAS
10 and ***15***	USAID

8 **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

- To add an Allowances document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process.
- To perform another function, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

(reserved)

Court Ordered Child Care Or Alimony Deds (Doc. Type 195)

Federal employee's salaries and wages are subject to garnishment for child support and/or alimony deductions. This type of garnishment occurs when a governmental agency is directed, through legal process, to make a payment from monies otherwise payable to an employee, to another party to satisfy the employee's legal obligation of providing child support and/or making alimony payments. Form AD- 747, Child Care or Alimony Deductions, is used for this type of garnishment.

If garnishment has not been ordered, the employee may voluntarily request payroll deductions for child support and/or alimony payments. Form AD-747 or AD-343, Payroll Action Request, is used to effect voluntary payroll deductions for child support and alimony.

A maximum of three child care/alimony deductions may be entered in PRES based on the specific dollar amounts or percentages of disposable net income. A separate AD-747 must be completed for each transaction. The AD-747's and all copies will be maintained and used by the agency as required. The agencies are required to maintain sufficient internal files so that all inquiries concerning garnishment cases can be promptly answered. The AD-747's should be maintained for 3 years after the deductions have been completed.

Special Handling For Court Ordered Child Care Or Alimony Deductions

Percentages based on gross income, an excess of three deductions, or any other type of child care/alimony cases not mentioned above must be submitted to the Administrative Billings and Collections Section at NFC. Timely submission of the AD-747 is critical. The garnishment will become effective at the beginning of the pay period in which the AD-747 is processed. Block 9, Pay Period, on the form is to be completed reflecting the pay period in which the garnishment is to become effective. This date may be stipulated by the legal process. Because of the special handling that is required, the form should be submitted prior to or during the first week of the pay period reflected in Block 9.

Note: For AD-747's submitted to NFC for processing requiring the monies to be transmitted to a financial organization, must include an SF-1199A, Direct Deposit Sign-Up Form.

When the AD-747 is not processed on a timely basis due to late entry or other reasons, the amount of arrears deduction and/or specific biweekly deduction for child support and/or alimony will be honored at the conclusion of the period of garnishment.

Agencies will be notified by NFC if the garnishment cannot be made for a particular pay period. This may occur because of temporary breaks in service, lack of funds due to higher priority deductions, or termination of employment. The agency must notify the court as to why, and for how long, the situation will exist.

Because of the special handling required for the child support and/or alimony deductions, personnel offices are requested to notify the Administrative Billings and Collection Section any time personnel actions are processed that would affect the employee's earning and/or employment.

Merger Or Takeover Of A Financial Organization For Court Ordered Child Care Or Alimony Deductions

When a merger or takeover of a financial organization occurs, the Department of the Treasury notifies NFC of the change in the financial organization's routing number. Treasury also provides NFC with the account number(s) of those employees payrolled by NFC who have accounts with the financial organization.

Treasury electronically transmits these changes to NFC on a daily basis. These changes are edited and processed through the Personnel Edit Subsystem (PINE) and then processed in the Personnel Processing System (PEPL) to update or modify the financial organization's routing number and/or account number in the Payroll/Personnel database for those employees who are affected by a merger or takeover. **Note:** When a routing number and/or account number is changed, **PINE58** is displayed in the User-ID field on the Information/Research Inquiry System (IRIS) Program 126, Last Payroll Action.

If the routing number and/or account number that is received from the Department of the Treasury does not agree with the routing number and/or account number currently on the Payroll/Personnel database for an employee, NFC will mail Report PINE5801, Notification of Change (NOC) Suspense Report, to the employee's personnel office. The personnel office should take the appropriate action to correct this report.

If the employee elects to change to another financial organization, the employee must submit a new SF-1199A, which must be completed by both the employee and the new designated financial organization.

Canceling Court Ordered Child Care Or Alimony Deductions

Once established, cancellations of the garnishment must be ordered by the legal process. Upon receipt of the legal process, a new Form AD-747 must be completed.

Voluntary deductions may be canceled at any time. A new Form AD-747 or Form AD-343 must be completed.

Court Ordered Child Care Or Alimony Deductions References

United States Code, Title 42, Subchapter IV, Part D, Sections 656 and 661.

Code of Federal Regulations, Title 5, Chapter 1, Subchapter B, Part 581.

U.S. Department of Agriculture Personnel Manual, Chapter 581, Subchapter 1.

Verifying Court Ordered Child Care Or Alimony Deductions Data

Use the following resources to verify data on Document Type 195:

- IRIS Program **306**, Child Support & Alimony
- The Listing of Personnel Error Messages Report listed as Document Type **195**
- Statement of Earnings and Leave (AD-334)

Entering Court Ordered Child Care Or Alimony Deductions Data

To select this document type, key in ***195*** at the Document Type/Next Page field on the PRES Menu or at the Next Document Type field on any document input screen. Press [Enter]. The Court Ordered Child Care Or Alimony Deds, Screen 1 (**Figure 48**) is displayed.

Adding The Document Type. To add a Court Ordered Child Care or Alimony Deds document, complete the key fields at the top of the screen as described under PRES Key Fields. Then complete the remaining fields as follows:

[1] **Case Number** *(required, numeric field; 4 positions)*. Key in the assigned sequential case number. This case number is assigned by the agency and should appear on all AD-747's prepared for the same garnishment case. A recommended numbering system is to have the first 2 digits represent the year (i.e., 1994 would be "94") and the last 2 digits represent the sequential numbering of the AD-747 cases processed in the calendar year. For example, the first AD-747 for 1994 would be keyed in as ***9401***.

[2] **Yr** *(required, numeric field; 2 positions)*. Key in the last 2 digits of the year of the effective pay period for which the deductions are to begin.

[3] **Transaction Code** *(required, numeric field; 1 position)*. Key in ***1*** (add), ***2*** (change), or ***3*** (cancel). If the garnishment payment changes from an address to a financial organization, key in ***2*** and leave fields [16] through [20] blank and complete fields [21] through [23] .

```
DP19501M      COURT ORDERED CHILD CARE OR ALIMONY DEDS         XX/XX/XX
 OPER INITIALS          FUNCTION
 DEPT/AGENCY CODE                POI           SSNO
 EFF PAY PERIOD          PAY PERIOD YR         NEXT DOCUMENT TYPE
CLR=EXIT   PF1=MENU   PF5=HELP  PF10=REFRESH  PF11=DOC TYPE   PF12=STATUS
********************************************************************************
 NAME LAST                        FIRST                  MIDDLE
 CASE NUMBER  [1]          YR  [2]     TRANSACTION CODE: [3]
 A COURT ORDERED PAY PERIOD DEDUCTION
  (1) DOLLAR AMOUNT [4]        (2) PERCENTAGE OF APPLICABLE EARNINGS [5]
  (3) NOT TO EXCEED DOLLAR AMOUNT PER PAY PERIOD [6]
 B COURT COST
  (1) TOTAL AMOUNT  [7]          (2) AMOUNT COLLECTABLE PER PAY PERIOD [8]
 C ARREARS
  (1) TOTAL AMOUNT  [9]          (2) AMOUNT COLLECTABLE PER PAY PERIOD [10]
  (3) PERCENTAGE OF APPLICABLE EARNINGS PER PAY PERIOD  [11]
  (4) NOT TO EXCEED DOLLAR AMOUNT PER PAY PERIOD [12]
 MAXIMUM PERCENTAGE  [13]
 EMPLOYEE CASE NUMBER ASSIGNED BY COURT  [14]
 PF7=SCREEN 1 PF8=SCREEN 2 ENTER=PROCESS
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER                      STATUS [15]
```

Figure 48. Court Ordered Child Care Or Alimony Deds, *Screen 1*

A Court Ordered Pay Period Deduction. You must complete either the Dollar Amount field or Percentage of Applicable Earnings field, as follows:

4 **(1) Dollar Amount** (*required, numeric field; max. of 6 positions)*. If the deduction is based solely on a dollar amount, key in the amount to be deducted each pay period in dollars and cents. This field is to be completed only if a dollar amount is specified either voluntarily or in the legal process. If a dollar amount is specified, the payment must be converted to 26 pay periods. Therefore, if monthly payments are ordered, multiply the monthly amount by 12 and divide the results by 26 to obtain the amount to be deducted each pay period. If weekly payments are specified, multiply the weekly amount by 2 to determine the pay period amount. **Note**: If the deduction is a dollar amount that includes a not to exceed percentage, complete the Percentage Of Applicable Earnings and the Not To Exceed Dollar Amount fields. Do not complete this field.

5 **(2) Percentage Of Applicable Earnings** *(required, numeric field; max. of 2 positions)*. Key in the percentage of disposable income to be deducted each pay period. If a dollar amount is specified instead of a percent, leave this field blank. **Note:** Deductions based on percentages of gross earnings must be submitted to the Administrative Billings and Collections Section at NFC.

6 **(3) Not To Exceed Dollar Amount Per Pay Period** *(required, numeric field; max. of 6 positions)*. Key in the maximum dollar amount that may be deducted each pay period. This field should be completed only if the legal process stipulates that the payment is not to exceed a certain dollar amount. If a maximum amount is stipulated, the dollar amount must be converted to 26 pay periods. To make this conversion, follow the instructions in the Dollar Amount field.

B Court Cost. You must complete fields 7 and 8 if specified in the legal process:

7 **(1) Total Amount** *(required, numeric field; max. of 6 positions)*. Key in the total amount of the court cost in dollars and cents. Key in zeros if no court costs were specified.

8 **(2) Amount Collectible Per Pay Period** *(required, numeric field; max. of 5 positions)*. Key in the dollar amount of the court cost to be deducted each pay period. Complete this field if the legal process stipulates that a specific amount is to be collected until total court costs are paid (e.g., $5.00 per month until $55.00 has been paid). If a monthly amount has been specified, it must be converted to 26 pay periods. To make this conversion, follow the procedures in the Dollar Amount field. If this field is left blank, the amount in the Total Amount field is deducted in full in one pay period.

C Arrears. You must complete fields 9 through 12 if specified in the legal process:

9 **(1) Total Amount** *(required, numeric field; max. of 7 positions)*. Key in the total arrears amount as specified in the court order. This field must be completed if there is entry in the Amount Collectible Per Pay Period, Percentage Of Applicable Earnings Per Pay Period, and/or Not To Exceed Dollar Amount Per Pay Period fields.

10 **(2) Amount Collectible Per Pay Period** *(required, numeric field; max. of 6 positions)*. If the deduction is based solely on a dollar amount, key in the dollar amount to be collected each pay period. **Note:** If the deduction is a dollar amount that includes a not to exceed percentage, complete the Percentage of Applicable Earnings Per Pay Period and the Not To Exceed Dollar Amount Per Pay Period fields. Do not complete this field.

11 **(3) Percentage Of Applicable Earnings Per Pay Period** *(required, numeric field; max. of 2 positions)*. Key in the percentage of disposable net income to be deducted each pay period.

12 **(4) Not To Exceed Dollar Amount Per Pay Period** *(required, numeric field; max. of 6 positions)*. Key in the amount if the percentage cannot exceed a certain dollar amount each pay period.

Complete the remaining fields as follows:

13 **Maximum Percentage** *(required, numeric field; 2 positions)*. Key in the maximum percentage of disposable net earnings allowed by law for child support and alimony (CSA) biweekly deductions. Valid values are ***50***, ***55***, ***60***, and ***65*** (see **5 CFR Chapter 1, Subpart D, Paragraph 581.402, Maximum Garnishment Limitations**, for additional information). For voluntary CSA deductions, key in ***99***.

Note: The court-ordered deductions cannot exceed the maximum percentage allowed. For example, an employee has two court-ordered CSA cases, each for $200. The employee's disposable net earnings is $700 and the maximum percentage allowed is 50 percent. The Payroll/Personnel System will reduce the $700 by 50 percent, leaving $350 for CSA deductions. The first CSA case will not be affected; the full $200 will be deducted. The second CSA case will be reduced by $50; only $150 will be deducted.

14 **Employee Case Number Assigned By Court** *(required, alphanumeric field; max. of 35 positions)*.

Key in the court-ordered assigned case number. If the allotment is on a voluntary basis, key in ***voluntary***.

15 **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [PF8]. The Court Ordered Child Care Or Alimony Deds, Screen 2 (**Figure 49**) is displayed.

Complete the fields on Screen 2 as follows:

If a check is to be received by a court official or other person specified, complete fields 16 through 20 .

16 **Name** *(required, alphanumeric field; max. of 35 positions)*. Key in the name of the court official or recipient of the deduction if a check is to be mailed to a specific address. **Note:** Do not include punctuations, such as periods, commas, or parentheses.

17 **Address Line** *(required, alphanumeric field; max. of 35 positions)*. Key in the street address of the court official or recipient of the deduction. **Note:** Do not include punctuations, such as periods, commas, or parentheses.

18 **City** *(required, alpha field; max. of 20 positions)*. Key in the city for the mailing address. **Note:** Do not include punctuations, such as periods, commas, or parentheses.

19 **State** *(required, alpha field; 2 positions)*. Key in the state abbreviation for the mailing address.

20 **ZIP Code** *(required, numeric field; max. of 9 positions)*. Key in the 5-digit required ZIP Code plus the optional ZIP+4 Code for the mailing address.

OR

If the monies are to be transmitted through DD/EFT to a financial organization, complete fields 21 through 23 .

21 **Type Of Account** *(required, alpha field; 1 position)*. Key in the type of account in which the monies are to be deposited. Valid values are ***C*** (checking account) and ***S*** (savings account).

22 **Account Number** *(required, alphanumeric field; max. of 17 positions)*. Key in the account number.

23 **Routing Number** *(required, numeric field; 9 positions)*. Key in the routing number. The first 2 positions of the routing number must be ***01*** **-** ***12***, ***21*** **-** ***32***, or ***90*** and ***91***.

Press [Enter]. If the data passes system edits, the message *Document Successfully Added* is displayed.

- To add a Court Ordered Child Care or Alimony Deds document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process.
- To perform another function, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

```
DP19501M        COURT ORDERED CHILD CARE OR ALIMONY DEDS          XX/XX/XX
 OPER INITIALS          FUNCTION
 DEPT/AGENCY CODE               POI            SSNO
 EFF PAY PERIOD          PAY PERIOD YR         NEXT DOCUMENT TYPE
CLR=EXIT    PF1=MENU    PF5=HELP    PF10=REFRESH   PF11=DOC TYPE    PF12=STATUS
********************************************************************************
 NAME LAST                         FIRST                   MIDDLE
              ENTER EITHER NAME AND ADDRESS OR EFT INFORMATION
                OF COURT OFFICIAL OR RECIPIENT OF DEDUCTION

 NAME             16

 ADDRESS LINE     17
 CITY             18                    STATE 19    ZIP CODE 20

 TYPE OF ACCOUNT   21

 ACCOUNT NUMBER    22

 ROUTING NUMBER    23
 PF7=SCREEN 1 PF8=SCREEN 2 ENTER=PROCESS
                                                                   STATUS
DC904874 KEY IN REQUIRED FIELDS AND PRESS ENTER TO ADD DOCUMENT
```

Figure 49. Court Ordered Child Care Or Alimony Deds, *Screen 2*

Education Document (Doc. Type 123)

Agencies should use the education document to enter additional academic information for employees who have received more than one degree; i.e., BS, MS, and law degrees. This information is not reported to the Central Personnel Data File (CPDF).

The first education record established in the Payroll/ Personnel data base is entered through PACT (see the **PACT procedure**) and is considered the official education record for the employee. The school code for the school from which the employee received his/her degree or certificate for the first education record should be added to the first education record through PRES Document Type 123, Education Document. Second and/or third education records are entered in PRES Document Type 123.

Verifying Education Data

Use the following resources to verify data on Document Type 123:

- IRIS **130**, Education and Certificate
- The Listing of Personnel Error Messages Report listed as Document Type **123**
- TMGT Tables:

  025, AD-350 (Personnel Block and Description)

  036, School Identification

Entering Education Data

To select this document type, key in ***123*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document type screen. Press [Enter]. The Education Document screen (**Figure 50**) is displayed.

Adding The Document Type. To add an Education Document, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

[1] Transaction Code *(required, alpha field; 1 position)*. Key in the transaction code. Valid values are ***A*** (add), ***C*** (change), or ***D*** (delete).

[2] Education Level *(required, numeric field; 2 positions)*. Key in the academic level of education attained by the employee for the degree or certificate being recorded. Valid values are ***01*** through ***22***. For a list of the education level codes, see **TMGT**, **Table 025**.

[3] School Code *(required, numeric field, 5 positions)*. Key in the code for the school from which the employee received his/her degree or certificate being recorded. For a list of school codes, see **TMGT**, **Table 036**.

[4] Instructional Program *(required, numeric field; 6 positions)*. Key in the employee's instructional program code. For a list of instructional program codes, see **TMGT**, **Table 025**.

[5] Year Of Degree/Certificate *(required, numeric field; 2 positions)*. Key in the last 2 digits of the year the employee received his/her degree or certificate.

[6] Status *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

```
DP12301M                  EDUCATION DOCUMENT                    XX/XX/XX
 OPER INITIALS         FUNCTION
 DEPT/AGENCY CODE               POI             SSNO
 EFF PAY PERIOD         PAY PERIOD YR           NEXT DOCUMENT TYPE
CLR=EXIT    PF1=MENU   PF5=HELP   PF10=REFRESH   PF11=DOC TYPE   PF12=STATUS
********************************************************************************
 NAME LAST                        FIRST                   MIDDLE
                                  [1]
 TRANSACTION CODE
 EDUCATION LEVEL                  [2]
 SCHOOL CODE                      [3]
 INSTRUCTIONAL PROGRAM            [4]
 YEAR OF DEGREE/CERTIFICATE       [5]


                                                              STATUS [3]
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 50. Education Document Screen

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add an Education Document for another employee, key in the SSN0 over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

Flexfund Flexible Spending Account
(Doc. Type 185)

The Flexfund Flexible Spending Account is used to enter allotment data for eligible employes who wish to set-aside an annual amount of salary to be contributed to a flexfund flexible spending account.

Sections 125 and 129 of the Internal Revenue Code have authorized the Flexfund Flexible Spending Account Program. The Flexfund Flexible Spending Account Program allows employees to arrange for payment of qualifying expenses through biweekly payroll deductions. This arrangement results in the deferral of the following taxes on these payments: Federal income tax, Social Security (formerly OASDI), Medicare (formerly HIT), and all state incomes taxes except New Jersey and Pennsylvania.

The program consists of two accounts, dependent care expenses and health care expenses. Eligible employees may elect to participate in Flexfund at the time of accession or during the open season enrollment period. A separate document must be processed in PRES for each Flexfund account. The deduction for Flexfund will be for a term of 1 year beginning with the first pay period in the tax year and ending with the last pay period of the tax year (usually Pay Period 25 through Pay Period 24). Therefore, a new document must be processed at the beginning of each plan year (tax year) indicating the plan code and the total annual amount to be deducted.

Other than reducing participating employees' taxable income, there is no other impact on pay or benefits as a result of Flexfund. Health care and dependent care amounts will not be included in the employee's taxable income on the employee's W-2, Wage and Tax Statement. Health care expenses will be included in the NT Health Ins (Not in Wages). Dependent care expenses will be listed separately on the W-2.

Listed below are the minimum and maximum annual amounts for each account:

Agency	Dependent Care Minimum	Dependent Care Maximum
OCC	$100	$5,000
ARC	$1	$5,000
FDIC/RTC	$100	$5,000
FCA/FCSIC	$130	$5,000

Agency	Health Care Minimum	Health Care Maximum
OCC	$100	$5,000
ARC	$1	$5,000
FDIC/RTC	$100	$5,000
FCA/FCSIC	$130	$5,000

Since most of the Flexfund documents are processed for the first pay period in the tax year, agencies should enter the Flexfund data as soon as possible. It is not necessary to hold Flexfund documents with future effective dates; these documents can be entered in PRES and held in the future file upon receipt of the document from the employee (especially during the open season period). For detailed information on the Future File, see the **FINQ procedure**.

Federal Flexible Spending Account (FSA) Program

The FSA Program allows Federal employees to pay for certain health and dependent care expenses with pre-tax dollars. The following FSAs are available to eligible Federal employees:

- **Health Care FSA (HCFSA)**. HCFSA allows employees to use pre-tax allotments to pay for certain health care expenses that are not reimbursed by any other source and not claimed on the participants income tax return.
- **Dependent Care FSA (DCFSA)**. DCFSA allows employees to use pre-tax allotments to pay for eligible dependent care expenses.

The Office of Personnel Management (OPM) has contracted with SHPS, Inc., as the third party administrator for the FSA Program. Interested employees must enroll for FSAs directly with SHPS. **Note**: Agency personnel offices (APOs) will **not** process any transactions for FSAs. **Only SHPS can process transactions for FSAs.**

Employees who elect to participate in the FSA Program will set aside an annual amount of salary to be contributed to their FSA account(s). The annual amount for each FSA account will be prorated over the number of pay dates (usually 26) in the plan year. For example, if an employee elects to contribute $1,040 to their HCFSA and $520 to their DCFSA and is paid biweekly, the amount of the allotments will be $40 and $20, respectively. SHPS will submit the necessary documentation to NFC to have FSA allotment(s) withheld through Payroll deductions. NFC will deduct these allotment(s) from the employees' pay through the plan year and remit the monies to SHPS for deposit into the employees' FSA account(s). Employees can withdraw monies from their FSA account(s) for reimbursement as they incur eligible expenses.

Listed below are the minimum and maximum annual amounts for each account:

FSA	Minimum	Maximum
HCFSA	$250	$3,000
DCFSA	$250	$5,000

Note: Employees that are paid through NFC's manual pay process should notify their APO when they elect to participate in an FSA with SHPS. Even though SHPS will process the data for the employees the APO must contact NFC to advise them that the manually paid employee will now have FSA allotment(s) withheld from their salary.

APOs should submit Form AD-343, Payroll Action Request, or use the Document Tracking System (DOTSE) to notify NFC of the manually paid employees' participation in the FSA Program.

Caution: Agencies currently participating in a non-Federal flexfund flexible spending account are **not** eligible to participate in the Federal FSA Program.

Flexfund Flexible Spending Account Biweekly Deductions

Biweekly deductions will be the total annual amount divided by the number of pay periods in the plan year. If an employee enrolls after the beginning of the plan year, biweekly deductions will be the total annual amount divided by the number of pay periods remaining in the plan year. If the annual amount is not evenly divisible by the number of pay periods in the plan year, the balance will be deducted in the last pay period of the plan year.

Canceling Flexfund Flexible Spending Account Data

Flexfund deductions may be canceled at any time. The cancellation becomes effective the first day of the pay period in which the cancellation is processed, and no Flexfund deduction will be made for that pay period.

Terminating Flexfund Flexible Spending Account Data

All Flexfund deductions are discontinued automatically only upon expiration of the one-year withholding period.

Insufficient Funds For Flexfund Flexible Spending Account Data

If an employee is on leave without pay (LWOP) or in nonpay status, deductions will continue when the employee returns to duty. One missed payment will be deducted in the last pay period of the plan year along with the final payment. If two or more payments are missed, the employee must contact the contractor to make arrangements for the payments missed.

Flexfund deductions are considered voluntary allotments for the purpose of establishing priority of deductions in accordance with OPM rules and the Treasury Fiscal Requirements Manual. If an employee has both health care and dependent care deductions and pay is insufficient to take both deductions, the health care deductions will be taken first.

Verifying Flexfund Flexible Spending Account Data

Use the following resources to verify data on Document Type 185:

- IRIS Program **113**, Flexfund
- PINQ Program 080, PACS Flexfund Benefits
- The Listing of Personnel Error Messages Report listed as Document Type **185**
- Statement of Earnings and Leave (AD-334) and EARN

Entering Flexfund Flexible Spending Account Data

To select this document type, key in ***185*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document input screen. Press [Enter]. The Flexfund Flexible Spending Account screen (**Figure 51**) is displayed.

Adding The Document Type. To add a Flexfund Flexible Spending Account document, complete the key fields at the top of the screen as described in the section on PRES Key Fields. Then complete the remaining fields as follows:

1 **Transaction Code** *(required, numeric field; 1 position)*. Key in the transaction code. Valid values are ***1*** (new enrollment), ***2*** (change), or ***3*** (cancellation).

2 **Plan Code** *(required, alphanumeric field; 2 positions)*. Key in the plan code. Valid values are ***48*** (dependent care account - OCC), ***49*** (health care account - OCC), ***52*** (dependent care expenses - ARC), ***53*** (unreimbursed medical expenses - ARC), ***54*** (dependent care account - FDIC/RTC), and ***55*** (health care account - FDIC/RTC), ***72*** (health care account - FCA/FCSIC), ***73*** (dependent care account - FCA/FCSIC), ***FD*** (DCFSA), and ***FH*** (HCFSA). **Reminder**: Only SHPS can process transactions for Plan Codes **FD** and **FH.**

Note: A document must be entered for each account.

```
DP18501M          FLEXFUND FLEXIBLE SPENDING ACCOUNT          XX/XX/XX
 OPER INITIALS          FUNCTION
 DEPT/AGENCY CODE                POI             SSNO
 EFF PAY PERIOD          PAY PERIOD YR          NEXT DOCUMENT TYPE
CLR=EXIT    PF1=MENU    PF5=HELP  PF10=REFRESH  PF11=DOC TYPE     PF12=STATUS
*******************************************************************************
 NAME LAST                        FIRST                  MIDDLE

 TRANSACTION CODE            [1]

 PLAN CODE                   [2]

 OPTION CODE              1  [3]

 TOTAL AMOUNT                [4]

 EFFECTIVE DATE              [5]

 TAX DEFERRED CODE        Y  [6]


                                                                   STATUS [7]
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 51. Flexfund Flexible Spending Account Screen

3 **Option Code** *(numeric field; 1 position)*. Option Code 1 is system generated.

4 **Total Amount** *(required, numeric field; max. of 6 positions)*. Key in the total yearly Flexfund Amount in dollars and cents, designated by the employee. If the amount is a whole dollar amount, key in ***00*** in the last 2 positions of the field. **Note:** Biweekly deductions will be the total amount divided by the number of pay periods remaining in the plan year.

5 **Effective Date** *(required, numeric field; 6 positions)*. Key in the effective date of the Flexfund account in month, day, and year order.

6 **Tax Deferred Code** *(required, alpha field; 1 position)*. *Y* is system generated. Key in ***N*** over the *Y* if the Flexfund account is not be to tax deferred.

7 **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Flexfund Flexible Spending Account document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

GAO Locator Input Screen
(Doc. Type 121)

The General Accounting Office (GAO) establishes, changes, and deletes location data in the Payroll/Personnel data base for their employees through the GAO Locator Input Screen. Based on the information entered in the Work Building Location field in PRES Document Type 121, GAO Locator Input Screen, the Payroll/Personnel System generates the building abbreviation, name, and address in IRIS Program 146, Building Locator Information.

Verifying GAO Locator Data

Use the following resources to verify data on Document Type 121:

- IRIS Program **146**, Building Locator Information
- The Listing of Personnel Error Messages Report listed as Document Type **120**
- TMGT, Table **96**, Department Building Codes

Entering GAO Locator Data

To select this document type, key in ***121*** at the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document type screen. Press [Enter]. The GAO Locator Input Screen (**Figure 52**) is displayed.

Adding The Document Type. To add a GAO Locator Input Screen, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

$\boxed{1}$ **Work Building Location** (*required, numeric field; 3 positions)*. Key in the employee's work building location code. For a list of work building location codes (building codes), see **TMGT**, **Table 096**.

$\boxed{2}$ **Work Mail Room Location** *(required, numeric field; max. of 6 positions)*. Key in the employee's work mail room location code.

$\boxed{3}$ **Work Physical Room Location** *(required, numeric field; max. of 6 positions)*. Key in the employee's work physical room location code.

$\boxed{4}$ **Work Phone** *(required, numeric field; 10 positions)*. Key in the employee's work telephone number starting with the area code.

$\boxed{5}$ **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** *(*incomplete). For detailed information, see **PRES Key Fields** .

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a GAO Locator Input Screen for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

```
DP12101M              GAO LOCATOR INPUT SCREEN                       XX/XX/XX
 OPER INITIALS PLJ      FUNCTION A
 DEPT/AGENCY CODE AG      90     POI 5317       SSNO 111111111
 EFF PAY PERIOD 01       PAY PERIOD YR 93       NEXT DOCUMENT TYPE
CLR=EXIT    PF1=MENU    PF5=HELP    PF10=REFRESH   PF11=DOC TYPE    PF12=STATUS
********************************************************************************
 NAME LAST                         FIRST                      MIDDLE

    WORK BUILDING LOCATION          [1]

    WORK MAIL ROOM LOCATION         [2]

    WORK PHYSICAL ROOM LOCATION     [3]

    WORK PHONE                      [4]



 SSNO NOT ON EMPLOYEE NAME DATABASE - VERIFY SSNO                    STATUS [5]
DC904874 KEY IN REQUIRED FIELDS AND PRESS ENTER TO ADD DOCUMENT
```

Figure 52. GAO Locator Input Screen

Master File Change Document (Doc. Type 031)

Document Type 031 is used to update certain data elements in the Payroll/Personnel data base (e.g., WGI due code). These data elements cannot be updated by a personnel action or a payroll document. See **Figure 55** and **55** for a listing of these data elements in alphabetical order, where they are located on the Master File Change Document screen (block references), the field number used to identify the data element on the Listing of Personnel Error Messages report, and the IRIS program that may be used to verify the data.

Entering Master File Change Document Data

To select this document type, key in ***031*** at the Document Type/Next Page field on the PRES Menu or at the Next Document Type field on any document type screen. Press [Enter]. The Master File Change Document, Screen 1 (**Figure 53**) is displayed.

Adding The Document Type. **Note:** A separate Master File Change Document must be added for each data element to be updated. To add a Master File Change Document, complete the key fields at the top of the screen as described under **PRES Key Fields**. Then complete the remaining fields as follows:

Note: To select the field to be updated, tab to the field and key in an asterisk (*).

1 **Int-Days-Wkd-Last-WGI** *(numeric field; max. of 3 positions)*. Key in the number of days worked by an intermittent employee since his/her last within-grade increase (WGI).

2 **Int-Days-Wkd-Pr ob-Period** *(numeric field; max. of 3 positions)*. Key in the number of days that the employee worked while serving an intermittent work schedule for an appointment that was subject to a one year probationary or trial period.

3 **Int-Elapse-Cal-Days-WGI** *(numeric field; max. of 4 positions)*. Key in the number of calendar days that have elapsed while serving in an intermittent work schedule and in a waiting period for a WGI.

4 **Int-Elapse-Cal-Days-Pr ob** *(numeric field; max. of 4 positions)*. Key in the number of calendar days that have elapsed during an intermittent work schedule for an appointment that is subject to a one year probationary or trial period.

5 **Int-Days-Wkd-Cal-Yr-SCD** *(numeric field; max. of 4 positions)*. Key in the number of days worked by the employee while serving an intermittent work schedule during the calendar year appointment.

6 **Int-Days-Wkd-While-On-Rolls** *(numeric field; max. of 4 positions)*. Key in the number of days worked by the intermittent employee while employed by the department.

7 **Int-Elapsed-Cal-Days-SCD** *(numeric field; max. of 6 positions)*. Key in the number of intermittent elapsed calendar days the employee has toward his/her service computation date for leave, retirement, RIF, and TSP.

```
DP03101M          MASTER FILE CHANGE DOCUMENT                  XX/XX/XX
 OPER INITIALS        FUNCTION
 DEPT/AGENCY CODE              POI              SSNO
 EFF PAY PERIOD             PAY PERIOD YR       NEXT DOCUMENT TYPE
CLR=EXIT  PF1=MENU   PF5=HELP  PF10=REFRESH    PF11=DOC TYPE  PF12=STATUS
********************************************************************************
 NAME LAST                        FIRST                  MIDDLE
        KEY AN ASTERISK (*) BY THE DESIRED FIELD TO BE UPDATED
 1  INT-DAYS-WKD-LAST-WGI                2   INT-DAYS-WKD-PROB-PERIOD
 3  INT-ELAPSE-CAL-DAYS-WGI              4   INT-ELAPSE-CAL-DAYS-PROB
 5  INT-DAYS-WKD-CAL-YR-SCD              6   INT-DAYS-WKD-WHILE-ON-ROLLS
 7  INT-ELAPSED-CAL-DAYS-SCD             8   INT-DAYS-WKD-THIS-APPNT
 9  INT-PD-DAYS-TO-CAR-TENURE            10  INT-HRS-WKD-LV-RET-RIF
 11 INT-ELAPSED-CAL-DAYS-CAR-TN          12  PERF-EVAL-PAY-PERIOD
 13 PERF-EVAL-YEAR                       14  PERF-EVAL-RATING-CODE
 15 PERF-PENALTY-STATUS                  16  APPNT-NOA/1ST-AUTH/2ND-AUTH
 17 WGI-DUE-CODE                         18  CRITICAL-ELEMENT-INDICATOR
 19 OASDI-DEDUCTIONS-YTD                 20  OASDI-WAGES-YTD
PF7=SCREEN 1 PF8=SCREEN 2 ENTER=PROCESS
                                                                  STATUS
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 53. Master File Change Document, *Screen 1*

8 **Int-Days-Wkd-This-Appnt** *(numeric field; max. of 4 positions)*. Key in the number of intermittent days that the employee worked during the current appointment.

9 **Int-Pd-Days-To-Car-Tenure** *(numeric field; max. of 3 positions)*. Key in the number of paid intermittent days of creditable service the employee has towards career tenure.

10 **Int-Hrs-Wkd-Lv-Ret-RIF** *(numeric field; max. of 4 positions)*. Key in the number of hours an intermittent employee worked since receiving a WGI. NFC automatically adjusts the SCD for leave, retirement, RIF, and TSP at the end of the leave year for all intermittent employees to reflect the number of hours worked.

11 **Int-Elapse-Cal-Days-Car-Tn** *(numeric field; max. of 4 positions)*. Key in the number of intermittent elapsed calendar days towards conversion to career tenure.

12 **Perf-Eval-Pay-Period** *(numeric field; max. of 2 positions)*. Key in the pay period for which the employee's performance evaluation is prepared.

13 **Perf-Eval-Year** *(numeric field; max. of 2 positions)*. Key in the year for which the employee's performance evaluation is prepared.

14 **Perf-Eval-Rating-Code** *(numeric field; max. of 2 positions)*. Key in the employee's performance evaluation rating received for the current rating period.

15 **Perf-Penalty-Status** *(alpha field; 1 position)*. Key in the performance penalty status code. Valid values are ***Y*** (yes) and ***N*** (no). Indicates whether an employee has been placed in a warning status. For use by the Department of Commerce, Bureau of the Census (decennial employees) only.

16 **Appnt-NOA/1st-Auth/2nd-Auth** *(alphanumeric field; max. of 9 positions)*. Key in the appointment nature of action code and first and second authority codes, if applicable. **Note:** This field is only used to correct the current appointing authority if it was entered on the original personnel action. For those appointments without authority code(s), enter the nature of action code only. The new data will supersede what is currently in the Payroll/Personnel data base.

17 **WGI-Due-Code** *(numeric field; 1 position)*. Key in the WGI due code. Valid values are ***0*** (no) and ***1*** (yes). This code indicates if a WGI is due.

18 **Critical-Element-Indicator** *(numeric field; 1 position)*. Key in the critical element indicator code. This code indicates the performance appraisal is used to control the granting of a WGI. Valid values are ***1*** (eligible for merit pay increase/WGI), ***2*** (composite rating less than 3.0), ***3*** (critical element less than 3.0), and ***4*** (composite rating and critical element less than 3.0).

19 **OASDI-Deductions-YTD** (now referred to as social security) *(numeric field; max. of 6 positions)*. Key in the amount of year-to-date social security deductions in dollars and cents.**Note:** This field must be completed for employees who are transferring into the USDA Payroll/Personnel System or transferring from one Department within the USDA Payroll/Personnel System.

20 **OASDI-Wages-YTD** (now referred to as social security) *(numeric field; max. of 7 positions)*. Key in the amount of year-to-date social security wages in dollars and cents. **Note:** This field must be completed for employees who are transferring into the USDA Payroll/Personnel System or transferring from one Department within the USDA Payroll/Personnel System.

If the field to be updated is not identified on Screen 1, press [PF8]. The Master File Change Document, Screen 2 (**Figure 54**) is displayed. A brief description of each field is provided.

21 **Hosp-Ins-Tax-Deduct-YTD** (now referred to as medicare) *(numeric field; max. of 6 positions)*. Key in the amount of year-to-date medicare deductions in dollars and cents. **Note:** Complete this field for employees who are transferring into the USDA Payroll/Personnel System or transferring from one Department within the USDA Payroll/ Personnel System.

22 **Hosp-Ins-Tax-Wages-YTD** (now referred to as medicare) *(numeric field; max. of 7 positions)*. Key in the amount of year-to-date medicare wages in dollars and cents. **Note:** Complete this field for employees who are transferring into the USDA Payroll/Personnel System or transferring from one Department within the USDA Payroll/Personnel System.

23 **Separation-Final-TA-Rcvd** *(alpha field; 1 position)*. Key in the separation final T&A received code. Valid values are ***Y*** (yes) or ***N*** (no). This code indicates that a final T&A has been received for an employee and the employee is in separated status. Examples: If the timekeeper fails to code the Final field on the T&A to indicate that an employee is in separated status, key in ***Y***. If the timekeeper erroneously codes this field for an employee who is not separating, key in ***N*** to indicate that the employee is not separating.

```
DP03101M          MASTER FILE CHANGE DOCUMENT                XX/XX/XX
 OPER INITIALS        FUNCTION
 DEPT/AGENCY CODE              POI             SSNO
 EFF PAY PERIOD          PAY PERIOD YR         NEXT DOCUMENT TYPE
CLR=EXIT   PF1=MENU   PF5=HELP PF10=REFRESH    PF11=DOC TYPE    PF12=STATUS
*******************************************************************-***
 NAME LAST                        FIRST                  MIDDLE
        KEY AN ASTERISK (*) BY THE DESIRED FIELD TO BE UPDATED

[21] HOSP-INS-TAX-DEDUCT-YTD            [22] HOSP-INS-TAX-WAGES-YTD
[23] SEPARATION-FINAL-TA-RCVD           [24] PAY-ADJP-PP-ELAPSED-CTR
[25] CUM-RETIREMENT-DEDUCTIONS          [26] RT-YTD-RET-EARNINGS
[27] TS-DEDUCTION-YTD-DEF               [28] TS-YTD-THRIFT-EARNINGS
[29] COUNTY-TAX-YTD                     [30] CITY-TAX-YTD
[31] OVERPAYMENT-CARRYOVER-YTD          [32] EARNINGS-LIMITATIONS-YTD
[33] PREMIUM-PAY-YTD                    [34] DATE-APPNT-EFFECTIVE

 NEW DATA [35]
 ACTION CODE 0=REPLACE 1=ADD 2=SUBTRACT  [36]
PF7=SCREEN 1 PF8=SCREEN 2 ENTER=PROCESS
DC904874 KEY IN REQUIRED FIELDS AND PRESS ENTER TO ADD DOCUMENT      STATUS [37]
```

Figure 54. Master File Change Document, *Screen 2*

24 Pay-ADJP-PP-Elapsed-Ctr *(numeric field; max. of 3 positions)*. Key in the number of pay periods that have elapsed since the first pay period the employee was paid. It is used to generate automatic pay adjustments for Census decennial employees. For use by the Department of Commerce, Bureau of the Census (decennial employees) only.

25 Cum-Retir ement-Deductions *(numeric field; max. of 8 positions)*. Key in the amount of retirement deductions an employee had prior to being payrolled by the Payroll/Personnel System in dollars and cents. This field only updates the Ret. Deductions This Appointment field on Form AD-334, Statement of Earnings and Leave. **Note:** This field does not update the SF-2806/SF-3100A, Individual Retirement Record.

26 Rt-YTD-Ret-Earnings *(numeric field; max. of 7 positions)*. Key in the amount of year-to-date retirement earnings in dollars and cents. **Note:** This field must be completed for employees who are transferring into the Payroll/Personnel System or transferring from one Department within the Payroll/Personnel System.

27 TS-Deduction-YTD-Def *(numeric field; max. of 7 positions)*. Key in the amount of year-to-date deferred Thrift Savings Plan deductions in dollars and cents. **Note:** This field must be completed for employees who are transferring into the Payroll/Personnel System or transferring from one Department within the Payroll/ Personnel System.

28 TS-YTD-Thrift-Earnings *(numeric field; max. of 7 positions)*. Key in the amount of year-to-date thrift savings plan earnings in dollars and cents. **Note:** This field must be completed for employees who are transferring into the Payroll/Personnel System or transferring from one Department within the Payroll/Personnel System.

29 County-Tax-YTD *(numeric field; max. of 11 positions)*. Key in the ***state code*** in positions 1 and 2, ***county code*** in positions 3 through 5, and the ***amount of year-to-date county tax deductions*** for the taxing authority in positions 6 through 11. **Note:** This field must be completed for employees who are transferring into the Payroll/Personnel System or transferring from one Department within the Payroll/Personnel System

30 City-Tax-YTD *(numeric field; max. of 12 positions)*. Key in the ***state code*** in positions 1 and 2, ***city code*** in positions 3 through 6, and the ***amount of year-to-date city tax deductions*** for the taxing authority in positions 7 through 12. **Note:** This field must be completed for employees who are transferring into the Payroll/Personnel System or transferring from one Department within the Payroll/ Personnel System.

31 Overpayment-Carryover-YTD *(numeric field; max. of 8 positions)*. Key in the amount an employee earned that is not payable in the current calendar year because it exceeds the annual earnings limitation imposed by FEPCA in dollars and cents (equivalent of Level I of the Executive Service). This amount is carried to the next year so payment can be made to the employee in the first pay period in the calendar year. If the employee is transferring into the Payroll/Personnel System or transferring from one Department to another within the Payroll/Personnel System and the above condition applies, complete this field. Otherwise leave blank.

32 **Earnings-Limitation-YTD** *(numeric field; max. of 8 positions)*. Key in the amount of compensation a non-executive level or SES employee has received to date up to the FEPCA imposed limit described in Block 31 above in dollars and cents. This amount includes the employee's base salary, awards, allowances, differentials, bonuses, or other similar payments. If the employee is transferring into the Payroll/Personnel System or transferring from one Department to another within the Payroll/Personnel System and the above condition applies, complete this field. Otherwise leave blank.

33 **Premium-Pay-YTD** *(numeric field; max. of 8 positions)*. Key in the amount of premium pay the employee has received year-to-date in dollars and cents. If the employee is transferring into the Payroll/Personnel System or transferring from one Department to another within the Payroll/Personnel System and the above condition applies, complete this field. Otherwise leave blank.

34 **Date-Appnt-Effective** *(numeric field; 6 positions)*. Key in the appointment date in year, month, and day (YYMMDD) sequence.

After selecting the field to be updated, complete the following fields:

35 **New Data** *(required, alphanumeric field; max. of 35 positions)*. Key in the new data.

36 **Action Code 0=Replace 1=Add 2=Subtract** *(required, alpha field; 1 position)*. Key in the code to identify the type of action to be taken. Valid values are ***0*** (replace), ***1*** (add), and ***2*** (subtract).

37 **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

Press [Enter]. If the data passes system edits, the message *Document Successfully Added* is displayed.

- To add a Master File Change Document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process.

- To perform another function, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

Following is an alphabetical list (**Figure 55** and **Figure 56**) of the data elements that may be used to update the employee's database record(s) through the Master File Change Document. The list identifies where they are located on the Master File Change Document screen (block references), the field number used to identify the data element on the Listing of Personnel Error Messages report, and the IRIS program that may be used to verify the data.

Data Element Name	Block Number On Screen	SINQ Field No.	IRIS Programs
Appointment Nature of Action, First and Second Authority	16	00056	123
City Tax Year-To-Date	30	00067	106
County Tax Deductions Year-To-Date	29	00066	107
Critical-Element-Indicator	18	00044	
Cumulative Retirement Deductions	25	00005	117
Date-Appnt-Effective	34	00071	102
Earnings Limitation Year-To-Date	32	00068	103
Hospital Insurance Tax Deductions Year-To-Date	21	00049	103
Hospital Insurance Tax Wages Year-To-Date	22	00048	103
Intermittent Days Worked Last Within-Grade Increase	1	00014	129
Intermittent Days Worked Calendar Year Service Computation Date	5	00017	129
Intermittent Days Worked Probation Period	2	00023	129
Intermittent Days Worked This Appointment	8	00015	129
Intermittent Days Worked While On Rolls	6	00021	129
Intermittent Elapse Calendar Days Career Tenure	11	00020	129
Intermittent Elapsed Calendar Days Probationary	4	00022	129
Intermittent Elapsed Calendar Days Service Computation Date	7	00018	129
Intermittent Elapse Calendar Days Within-Grade Increase	3	00019	129
Intermittent Hours Worked Leave Retirement and Reduction In Force	10	00061	129
Intermittent Paid Days Toward Career Tenure	9	00016	129
Old Age Survivors and Disability Insurance Deductions Year-To-Date	19	00012	103
Old Age Survivors and Disability Insurance Wages Year-To-Date	20	00013	103
Overpayment Carryover Year-To-Date	31	00070	103

Figure 55. Master File Change Document Data Elements

Data Element Name	Block Number On Screen	SINQ Field No.	IRIS Programs
Payroll Adjustment Pay Period Elapsed Counter	24	00059	123
Performance Evaluation Pay Period	12	00046	123
Performance Evaluation Rating Code	14	00045	304 313
Performance Evaluation Year	13	00047	123
Performance Penalty Status	15	00058	123
Premium Pay Year-To-Date	33	00069	103
Retirement Earnings Year-To-Date	26	00062	117
Separation Final T & A Received	23	00024	132
Thrift Savings Plan Deductions Year-To-Date Deferred	27	00063	118
Thrift Savings Plan Earnings Year-To-Date	28	00064	118
Within-Grade Increase Due Code	17	00041	123

Figure 56. Master File Change Document Data Elements

Multielement Update Document (Doc. Type 120)

Document Type 120 is used to enter certain data elements not reflected on a personnel action which are used for reporting requirements as well as to denote expertise or experience in various fields (e.g., programming language). See **Figure 59** for a list of these data elements in alphabetical order, where they are located on the Multielement Update Document screen (block references), and the IRIS program that may be used to verify the data.

Entering Multielement Update Document Data

To select this document type, key in ***120*** at the Document Type/Next Page field on the PRES Menu or at the Next Document Type field on any document type screen. Press [Enter]. The Multielement Update Document, Screen 1 (**Figure 57**) is displayed.

Adding The Document Type. To add a Multielement Update Document, complete the key fields at the top of the screen as described under **PRES Key Fields**. Then complete the remaining fields as follows:

Press [Tab] to move to the field to be updated and key in an asterisk (*).

$\boxed{1}$ **Agency Info 1** *(alphanumeric field; max. of 20 positions)*. Key in your specific agency information, if applicable. This field is available for free-form entry of information in accordance with agency instructions.

$\boxed{2}$ **Date EOD Foreign Service** *(numeric field; 6 positions)*. Key in the date the employee converted to or entered foreign service. This date is used to generate a corrected benefits statement, Your Personal Statement of Benefits, to determine eligibility for foreign service retirement. **Note:** Employees entering foreign service after January 1988 are not eligible to retire from foreign service unless they complete a minimum of 5 years in the foreign service.

$\boxed{3}$ **Agency Info 2** *(alphanumeric field; max. of 20 positions)*. Key in your specific agency information, if applicable. This field is available for free-form entry of information in accordance with agency instructions.

$\boxed{4}$ **Date Of Investigation** *(numeric field; 6 positions)*. Key in the initial date the security investigation was completed in MMDDYY.

$\boxed{5}$ **Agency Info 3** *(alphanumeric field; max. of 20 positions)*. Key in your specific agency information, if applicable. This field is available for free-form entry of information in accordance with agency instructions.

$\boxed{6}$ **Date Reinvestigation Required** *(numeric field; 6 positions)*. Key in the date the reinvestigation needs to be initiated to assure security clearance is updated in ***MMDDYY***.

$\boxed{7}$ **Agency Info 4** *(alphanumeric field; max. of 20 positions)*. Key in your specific agency information, if applicable. This field is available for free-form entry of information in accordance with agency instructions.

```
DP12001M         MULTIELEMENT UPDATE DOCUMENT            XX/XX/XX
 OPER INITIALS      FUNCTION
 DEPT/AGENCY CODE          POI          SSNO
 EFF PAY PERIOD        PAY PERIOD YR    NEXT DOCUMENT TYPE
CLR=EXIT PF1=MENU PF5=HELP PF10=REFRESH PF11=DOC TYPE PF12=STATUS
******************************************************************************
 NAME LAST                    FIRST               MIDDLE
       KEY AN ASTERISK (*) BY THE DESIRED FIELD TO BE UPDATED
[1]  AGENCY INFO 1                       [2]  DATE EOD FOREIGN SERVICE
[3]  AGENCY INFO 2                       [4]  DATE OF INVESTIGATION
[5]  AGENCY INFO 3                       [6]  DATE REINVESTIGATION REQUIRED
[7]  AGENCY INFO 4                       [8]  DATE ENTERED POI
[9]  AGENCY INFO 5                       [10] 6C RETIREMENT DATE
[11] AGENCY EOD DATE                     [12] FEHB TEMP SCD
[13] AGCY USE 1                          [14] FINANCIAL DISCLOSURE SUBM
[15] AGCY USE 2                          [16] FLEXFACTOR PARTICIPATION CODE
[17] AGCY USE 3
[18] AGCY USE 4                          [19] LAW BAR MEMBERSHIP
[20] AGCY USE 5                               STATE OF BAR
[21] APPROVED LEAVE RECIPIENT            [22] LONGEVITY DATE

PF7=SCREEN 1  PF8=SCREEN 2  ENTER=PROCESS                     STATUS
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 57. Multielement Update Document, Screen 1

8 **Date Entered POI** *(numeric field; 6 positions)*. Key in the date the employee began to be serviced by the personnel office as ***MMDDYY***. For new appointments or personnel actions transferring jurisdiction of an employee's personnel record from one servicing personnel office to another, the system uses the effective date of the personnel action to generate the date entered POI. No entry is required. Refer to agency instructions in completing this field.

9 **Agency Info 5** *(alphanumeric field; max. of 20 positions)*. Key in your specific agency information, if applicable. This field is available for free-form entry of information in accordance with agency instructions.

10 **6C Retirement Date** *(numeric field; 6 positions)*. Key in the date that identifies the retirement service computation date for employees appointed to law enforcement or firefighter positions entailing a special retirement deductions rate (Retirement Coverage Code 6, E, M, or T). This date must be completed for employees to receive a Benefits Statement for Law Officers and Firefighters. Key in the date as ***MMDDYY***.

Note: When an entry is made to this field, the data will be recorded in IRIS Program 102. Even though completing this field will update IRIS, agencies must continue to include Remarks Code B05, Employee became subject to 7 1/2% CSR deduction effective (date), on the personnel action appointing the employee to a law enforcement or firefighter position. When the retirement date is entered for Remarks Code B05, the date is recorded in the Retirement Application System (RETM) to update the employee's SF-2806/ 3100A, Individual Retirement Record. The date entered for Remarks Code B05 is not recorded in IRIS; therefore, in order to establish this date in IRIS, agencies must complete the 6C Retirement Date field in PRES Document Type 120.

If an incorrect date was entered when Remarks Code B05 was completed, a correction to the personnel action must be entered using Remarks Code B05 with the correct date. If an incorrect date appears on IRIS Program 102, agencies must enter the correct date in the 6C Retirement Date field on PRES Document Type 120.

If the employee moves from a law enforcement or firefighter position, agencies must enter Remarks Code 619, 7 1/2% retirement discontinued (date) under PL 93-350.

11 **Agency EOD Date** *(numeric field; 6 positions)*. Key in the date the employee entered on duty with the agency as MMDDYY. For new appointments, the system uses the effective date of the accession action to generate the agency EOD date. No entry is required. **Note:** If an employee has worked for the agency on a previous appointment, the agency must calculate the agency EOD date to include the prior service. This is the same method that is used to calculate Government service computation dates (SCD's).

12 **FEHB Temp SCD** *(numeric field; 6 positions)*. Key in the FEHB Temporary Service Computation Date (SCD) as MMDDYY. The SCD is used to determine the date a temporary employee becomes eligible for the FEHB Program. **Note:** This field must be completed for:

- Temporary employees who have a break in service of 5 days or less. The Payroll/Personnel System will generate the effective date of the new appointment in the FEHB Temp SCD field. Since a break in service of 5 days or less does not interrupt a temporary employee's length of service for FEHB eligibility, the agency must manually adjust the FEHB Temp SCD field to reflect the correct service computation date.
- Newly hired employees. The Payroll/Personnel System will generate the effective date of the temporary appointment as the SCD for FEHB eligibility. Since this date will be automatically generated, agencies should verify the accuracy of the date for temporary employees who may have had previous creditable service for FEHB eligibility. (Transferred to the agency without a break in service of more than 5 days.)

13 **Agcy Use 1** *(alphanumeric field; 1 position)*. Key in your agency specific information for free-form entry of information in accordance with your agency instructions.

14 **Financial Disclosure Subm** *(alpha field; 1 position)*. Key in the code that denotes whether the employee occupies a position subject to conflict of Statement Submitted interest or financial disclosure reporting requirements has submitted the required statement. Valid values are ***Y*** (yes) and ***N*** (no).

15 **Agcy Use 2** *(alphanumeric field; 2 positions)*. Key in your agency specific information for free-form entry of information in accordance with your agency instructions.

16 **Flexfactor Participation Code** *(alpha field; 1 position)*. Key in ***Y*** (yes) to participate in the Flexfactor program, ***N*** (no) to wave participation, and ***C*** (cancel) to cancel participation. **Note:** For accessions actions only, ***Y*** is system generated.

Section 125 of the Internal Revenue Code permits health insurance premium to be deducted from employee's pay on a pre-tax basis. Flexfactor participation allows non-Federal and Federal Employees Health Benefits (FEHB) premiums to be deducted from an employee's pay prior to the computation of Federal income tax, social security, medicare, and all state income taxes except New Jersey and Pennsylvania. OCC, ARC, FDIC/RTC, and FCA/FCSIC employees may elect to participate in Flexfactor at anytime.

Other than reducing participating employee's taxable income, there is no other impact on pay or benefits as a result of Flexfactor. The health premium amounts will not be included in the employee's taxable income on the Wage and Tax Statement (W-2).

17 **Agcy Use 3** *(alphanumeric field; 4 positions)*. Key in your agency specific information for free-form entry of information in accordance with your agency instructions.

18 **Agcy Use 4** *(numeric field; 5 positions)*. Key in your agency specific information for free-form entry of information in accordance with your agency instructions.

19 **Law Bar Membership/State Of Bar** *(numeric field; 3-position max.)*. Key in the code that indicates that the employee has a law degree and is a member of the Bar. Valid values are ***0*** (not applicable), ***1*** (has a law degree), and ***2*** (has a law degree and is a member of the Bar). **Note:** If Code 2 is entered, the State of Law Bar field must be coded with the appropriate state code.

20 **Agcy Use 5 (***numeric field; 6 positions)*. Key in your agency specific information for free-form entry of information in accordance with your agency instructions.

21 **Approved Leave Recipient** *(alpha field; 1 position)*. Key in the approved leave recipient code. Valid values are ***Y*** (yes) and ***N*** (no). This data element identifies those employees who have been approved by their personnel office to receive annual leave from another Federal employee through the Temporary Leave Transfer Program for a medical or family emergency or other hardship situation.

22 **Longevity Date** *(numeric field; 6 positions)*. Key in the longevity pay service computation date (SCD) for employees appointed to the U.S. Secret Service Uniformed Division (Pay Plan LE) in month, day, and year order. The Payroll/Personnel System will use this date to determine the percentage of longevity pay the employee will receive each pay period. The percentage of longevity pay earned each pay period will appear on the employee's Form AD- 334, Statement of Earnings and Leave, as Transaction Code (TC) 15, Suffix 2, Longevity. **Note:** When a personnel action is processed to change the employee's pay plan from LE to another pay plan, the Payroll/Personnel System will put zeros in the Longevity Date field in the Payroll/Personnel database.

If the field to be updated is not identified on Screen 1, press [PF8]. The Multielement Update Document, Screen 2 (**Figure 57**) is displayed. A brief description of each field is provided.

23 **Computer Equip Ability Code1** *(alpha field; 1 position)*. Key in the code that identifies the individual's initial experience with a specific type of computer equipment. Valid values are ***B*** (Burroughs), ***F*** (Fosdic), ***H*** (Honeywell), ***I*** (IBM), ***U*** (Univac), and ***O*** (other).

24 **Primary Fund Code** *(numeric field; 2 positions)*. Key in the primary fund code. This code relates to specific projects within the appropriation code structure. This code is assigned to employees as they are hired and is based on the project on which the employee is expected to work at least 50 percent of his/her time.

25 **Computer Equip Ability Code2** *(alpha field; 1 position)*. Key in the code that identifies the second type of computer equipment. Valid values are ***B*** (Burroughs), ***F*** (Fosdic), ***H*** (Honeywell), ***I*** (IBM), ***U*** (Univac), and ***O*** (other).

26 **SES Recertification Date** *(numeric field; 6 positions)*. Key in the date a Senior Executive Service (SES) career employee was recertified for duty in MMDDYY.

27 **Computer Equip Ability Code3** *(alpha field; 1 position)*. Key in the code that identifies the third type of computer equipment. Valid values are ***B*** (Burroughs), ***F*** (Fosdic), ***H*** (Honeywell), ***I*** (IBM), ***U*** (Univac), and ***O*** (other).

28 **Type Of Investigation** *(numeric field; 2 positions)*. Key in the code that identified the type of security clearance investigation completed. Valid values are:

01	Preplacement Investigation
02	National Agency Check (NAC)
03	National Agency Check and Inquiries (NACI)
04	Minimum Background Investigation
05	Limited Background Investigation (LBI)
06	Background Investigation (BI)
07	Special Background Investigation (SBI)
08	Reimbursable Suitable Investigation (RSI)
09	Periodic Reinvestigation
10	Upgrade Investigation (SGI, BI Upgrade/BGI)
11	Upgrade Investigation (SDI, BI Upgrade/BDI, LDI) 19

29 **Computer Equip Ability Code4** *(alpha field; 1 position)*. Key in the code that identifies the fourth type of computer equipment. Valid values are, ***B*** (Burroughs), ***F*** (Fosdic), ***H*** (Honeywell), ***I*** (IBM), ***U*** (Univac), and ***O*** (other).

30 **TDY Post Differential** *(numeric field; 2 positions)*. Key in the TDY post differential percent. Valid values are ***0000- 2500***. This field is only to be used by the Department of Justice. If an employee is temporarily detailed to a foreign post of duty and is eligible for post differential, key in the percentage for the post differential in whole percentages (e.g., 25 percent is keyed in as ***2500***).**Note:** Transaction Code 46, Post Differential, must be entered on the Time and Attendance Report (T&A) for the pay period in which payment is to begin. After initial entry, the transaction code will not have to be reentered for the subsequent pay period.

Payment will automatically continue until Transaction Code 48, Stop Post Differential, is entered on the T&A to discontinue the payments. Key in ***0000*** the pay period after the T&A is coded to stop the post differential. The ***0000*** indicates an employee is no longer entitled to TDY Post Differential. The actual payment of the differential is stopped via the T&A.

31 **Programming Language Code5** *(numeric field; 1 position)*. Key in the code that identifies the fifth computer programming language for which an individual has experience. A total of five codes may be entered. Valid values are ***0*** (not applicable), ***1*** (algol), ***2*** (fortran), ***3*** (sleuth), ***4*** (ALC), ***5*** (cobol), ***6*** (RPG), ***7*** (basic), ***8*** (other), and ***9*** (reserved).

32 **Programming Language Code1** *(numeric field; 1 position)*. Key in the code that identifies the first computer programming language for which an individual has experience. A total of five codes may be entered. Valid values are ***0*** (not applicable), ***1*** (algol), ***2*** (fortran), ***3*** (sleuth), ***4*** (ALC), ***5*** (cobol), ***6*** (RPG), ***7*** (basic), ***8*** other), and ***9*** (reserved).

33 **Programming Language Code2** *(numeric field; 1 position)*. Key in the code that identifies the second computer programming language for which an individual has experience. A total of five codes may be entered. Valid values are ***0*** (not applicable), ***1*** (algol), ***2*** (fortran), ***3*** (sleuth), ***4*** (ALC), ***5*** (cobol), ***6*** (RPG), ***7*** (basic), ***8*** (other), and ***9*** (reserved).

```
DP12001M         MULTIELEMENT UPDATE DOCUMENT             08/14/95
 OPER INITIALS           FUNCTION
 DEPT/AGENCY CODE                 POI          SSNO
 EFF PAY PERIOD        PAY PERIOD YR       NEXT DOCUMENT TYPE
CLR=EXIT PF1=MENU PF5=HELP PF10=REFRESH PF11=DOC TYPE PF12=STATUS
******************************************************************************
 NAME LAST                    FIRST                MIDDLE
       KEY AN ASTERISK (*) BY THE DESIRED FIELD TO BE UPDATED
23
25  COMPUTER EQUIP ABILITY CODE1          24  PRIMARY FUND CODE
27  COMPUTER EQUIP ABILITY CODE2          26  SES RECERTIFICATION DATE
29  COMPUTER EQUIP ABILITY CODE3          28  TYPE OF INVESTIGATION
31  COMPUTER EQUIP ABILITY CODE4          30  TDY POST DIFFERENTIAL
32  PROGRAMMING LANGUAGE CODE1
33  PROGRAMMING LANGUAGE CODE2
34  PROGRAMMING LANGUAGE CODE3
35  PROGRAMMING LANGUAGE CODE4
    PROGRAMMING LANGUAGE CODE5

 FIELD VALUE  36

PF7=SCREEN 1  PF8=SCREEN 2  ENTER=PROCESS
                                                        STATUS 37
DC904874 KEY IN REQUIRED FIELDS AND PRESS ENTER TO ADD DOCUMENT
```

Figure 58. Multielement Update Document, Screen 2

34 **Programming Language Code3** *(numeric field; 1 position)*. Key in the code that identifies the third computer programming language for which an individual has experience. A total of five codes may be entered. Valid values are ***0*** (not applicable), ***1*** (algol), ***2*** (fortran), ***3*** (sleuth), ***4*** (ALC), ***5*** (cobol), ***6*** (RPG), ***7*** (basic), ***8*** (other), and ***9*** (reserved).

35 **Programming Language Code4** *(numeric field; 1 position)*. Key in the code that identifies the fourth computer programming language for which an individual has experience. A total of five codes may be entered. Valid values are ***0*** (not applicable), ***1*** (algol), ***2*** (fortran), ***3*** (sleuth), ***4*** (ALC), ***5*** (cobol), ***6*** (RPG), ***7*** (basic), ***8*** (other), and ***9*** (reserved).

36 **Field Value** *(required, alphanumeric field; max. of 20 positions)*. Key in the appropriate data for the field that is being updated.

37 **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter]. If the data passes system edits, the message *Document Successfully Added* is displayed.

- To add a Multielement Update Document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process.

- To perform another function, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

Following is an alphabetical list (**Figure 59**) of the data elements that may be used to update the employee's data base record(s) through the Multielement Update Document. The exhibit identifies where they are located on the Multielement Update Document screen (block references), the field number used to identify the data element on the Listing of Personnel Error Messages report, and the IRIS program that may be used to verify the data.

Data Element Name	Block Number On Screen	IRIS Program
Agency Entered on Duty (EOD) Date	10	102
Agency Information 1	1	123
Agency Information 2	3	123
Agency Information 3	5	123
Agency Information 4	7	123
Agency Information 5	8	123
Agency Use 1	1	123
Agency Use 2	3	123
Agency Use 3	5	123
Agency Use 4	7	123
Agency Use 5	8	123
Approved Leave Recipient	11	136
Computer Equipment Ability Code1	22	123
Computer Equipment Ability Code2	23	123
Computer Equipment Ability Code3	24	123
Computer Equipment Ability Code4	25	123
Date Entered on Duty (EOD) Foreign Service	13	117
Date Entered Personnel Office Identifier (POI)	19	102
Date of Investigation	15	312
Date Reinvestigation Required	17	312
Federal Employees Health Benefits (FEHB) Temporary Service Computation Date (SCD)	2	115
Financial Disclosure Submitted	4	
Flexfactor Participation Code	6	144
Law Bar Membership/State of Bar	9	123
Longevity Date	12	102
Primary Fund Code	14	102
Programming Language Code1	26	123
Programming Language Code2	27	123
Programming Language Code3	28	123
Programming Language Code4	29	123
Programming Language Code5	30	123
Senior Executive Service (SES) Recertification Date	16	102
Temporary Duty (TDY) Post Differential	20	102
Type of Investigation	18	312
6C Retirement Date	21	102

Figure 59. Multielement Update Document Data Elements

Professional Certification Document
(Doc. Type 124)

Document Type 124 is used to enter data for employees who have received certification in the following areas:

- Lawyer (member of the bar)
- Certified Public Accountant (CPA)
- Certified Professional Manager (CPM)
- Certified Internal Auditor (CIA)
- Certified Information System Auditor (CISA)

Verifying Professional Certification Data

Use the following resources to verify data on Document Type 124:

- IRIS Program **130**, Education and Certificate
- The Listing of Personnel Error Messages Report listed as Document Type **124**

Entering Professional Certification Data

To select this document type, key in ***124*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document type screen. Press [Enter]. The Professional Certification Document screen (**Figure 60**) is displayed.

Adding The Document Type. To add a Professional Certification Document, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

1 **Transaction Code** *(required, alpha field; 1 position)*. Key in the transaction code. Valid values are ***A*** add), ***C*** (change), or ***D*** (delete).

2 **Professional Certification Code** *(required, numeric field; 2 positions)*. Key in the professional certification code. Valid values are ***01*** (lawyer - bar), ***02*** (certified public accountant - CPA), ***03*** (certified professional manager - CPM), ***04*** (certified internal auditor - CIA), and ***05*** (certified information system auditor - CISA).

3 **Professional Certification State** *(required, numeric field; 2 positions)*. Key in the state code where the employee received his/her professional certification.

4 **Professional Certification Year** *(required, numeric field; 2 positions)*. Key in the last 2 digits of the year the employee received his/her professional certification.

5 **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Professional Certification Document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

```
DP12401M          PROFESSIONAL CERTIFICATION DOCUMENT          XX/XX/XX
 OPER INITIALS          FUNCTION
 DEPT/AGENCY CODE                POI            SSNO
 EFF PAY PERIOD          PAY PERIOD YR          NEXT DOCUMENT TYPE
CLR=EXIT    PF1=MENU    PF5=HELP  PF10=REFRESH  PF11=DOC TYPE     PF12=STATUS
*******************************************************************************
 NAME LAST                         FIRST                   MIDDLE

TRANSACTION CODE                   [1]

PROFESSIONAL CERTIFICATION CODE    [2]     00

PROFESSIONAL CERTIFICATION STATE   [3]

PROFESSIONAL CERTIFICATION YEAR    [4]     00


DC904860 KEY IN REQUIRED DATA AND PRESS ENTER                    STATUS [5]
```

Figure 60. Professional Certification Document Screen

USDA Demonstration Project Record
(Doc. Type 122)

Document Type 122 is used to add certain Applicant Case Information System (APPL) data to the employee's record in the Payroll/Personnel data base. For detailed information on APPL, see the **APPL procedure**.

Verifying USDA Demonstration Project Data

Use the following resources to verify data on Document Type 122:

- IRIS Program **145**, Demonstration Project Data
- The Listing of Personnel Error Messages Report listed as Document Type **120**

Entering USDA Demonstration Project Data

To select this document type, key in ***122*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document type screen. Press [Enter]. The USDA Demonstration Project Record screen (**Figure 61**) is displayed.

Adding The Document Type. To add an USDA Demonstration Project Record, complete the key fields at the top of the screen as described in the section on **PRES Key Fields** . Then complete the remaining fields as follows:

1 **Case File Number** *(required, alphanumeric field; max. of 11 positions)*. Key in the case file number.

2 **Project Indicator** *(required, alpha field; 1 position)*. Key in the project indicator. Valid values are ***C*** comparison - if the position in located where the provisions of the project have not been implemented) and ***E*** (experimental - if the position is located at an experimental site and the project is implemented).

3 **Service Agreement Expiration Date** *(required, numeric field; 6 positions)*. Key in the date the service agreement expires in month, day, and year order.

4 **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, **PRES Key Fields**.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add an USDA Demonstration Project Record for another employee, key in the SSN0 over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

```
DP12201M          USDA DEMONSTRATION PROJECT RECORD             XX/XX/XX
 OPER INITIALS              FUNCTION
 DEPT/AGENCY CODE                    POI            SSNO
 EFF PAY PERIOD              PAY PERIOD YR          NEXT DOCUMENT TYPE
CLR=EXIT    PF1=MENU    PF5=HELP  PF10=REFRESH  PF11=DOC TYPE    PF12=STATUS
*******************************************************************************
 NAME LAST                         FIRST                  MIDDLE


 CASE FILE NUMBER                        1

 PROJECT INDICATOR                       2

 SERVICE AGREEMENT EXPIRATION DATE       3



                                                               STATUS   4
 SSNO NOT ON EMPLOYEE NAME DATABASE - VERIFY SSNO
DC904874 KEY IN REQUIRED FIELDS AND PRESS ENTER TO ADD DOCUMENT
```

Figure 61. USDA Demonstration Project Record Screen

Severance Pay (Doc. Type 128)

Document Type 128 is used to add, change and stop severance pay. This screen is used to enter data for a separation personnel action and relates to Remarks Code N22, Entitled to $(amount) severance pay fund to be paid at the rate of $(amount) per week over (number) weeks beginning (date).

Verifying Severance Pay Data

Use the following resources to verify data on Document Type 128:

- IRIS Program **134**, Severance Payment
- The Listing of Personnel Error Messages Report listed as Document Type **128**

Entering Severance Pay Data

To select this document type, key in ***128*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document screen. Press [Enter]. The Severance Pay screen **(Figure 62)** is displayed.

Adding The Document Type. To add a Severance Pay document, complete the key fields at the top of the screen as described under PRES Key Fields. Then complete the remaining fields as follows:

1 Transaction Code. Key in the valid transaction code. Valid values are ***A*** (add), ***C*** (correct), and ***S*** (stop).

2 Total Severance Fund *(required, numeric field; max. of 7 positions).* Key in the total severance pay amount in dollars and cents the employee is entitled to receive.

3 Severance Amt Per Pay Period *(required, numeric field; max. of 7 positions).* Key in the biweekly severance pay amount in dollars and cents the employee is entitled to receive. **Note:** This is a biweekly amount not a weekly amount.

4 Date Severance Pay Begins *(required, numeric field; 6 positions).* Key in the beginning date for severance pay in month, day, and year order. **Note:** This date should be the same as the beginning date entered in Remarks N22.

5 First Severance Payment Amt *(required, numeric field; max. of 7 positions).* Key in the first severance payment amount in dollars and cents only if it differs from the Severance Amount Per Pay Period field; otherwise, leave blank.

Note: If the employee separates in the middle of a pay period, the first payment would be a partial payment. If a late action is processed, the first payment may include multiple payments.

6 Accounting Distribution *(required, numeric field; max. of 27 positions).* Key in the accounting code to which the severance payments are to be charged.

7 Status *(required, alpha field; 1 position).* Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see PRES Key Fields.

```
DP12801M                              SEVERANCE PAY                        XX/XX/XX
 OPER INITIALS           FUNCTION
 DEPT/AGENCY CODE                  POI             SSNO
 EFF PAY PERIOD           PAY PERIOD YR 92         NEXT DOCUMENT TYPE
CLR=EXIT PF1=MENU   PF5=HELP   PF10=REFRESH   PF11=DOC TYPE    PF12=STATUS
*******************************************************************************
 NAME LAST                             FIRST                       MIDDLE

 TRANSACTION CODE                      [1]

 TOTAL SEVERANCE FUND                  [2]

 SEVERANCE AMT PER PAY PERIOD          [3]

 DATE SEVERANCE PAY BEGINS             [4]

 FIRST SEVERANCE PAYMENT AMT           [5]

 ACCOUNTING DISTRIBUTION               [6]


                                                                 STATUS [7]
 DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 62. Severance Pay Screen

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

Once the document is successfully added to the PRES data base, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

Note: When changing severance pay, the First Severance Payment Amt field must be completed.

Voluntary Charitable Contributions
(Doc. Type 088)

Document Type 088 is used to enter information from Form CFC-804, Combined Federal Campaign, to authorize, change, or cancel biweekly payroll deductions for charitable contributions to the Combined Federal Campaign.

Any employee whose duty station is located within an approved Combined Federal Campaign (CFC) area, and whose net pay regularly is sufficient to cover the allotment, may authorize payroll deductions for charitable contributions. Included are employees whose appointments are limited to one year or less, provided an appropriate official of the employing agency determines the employee will continue employment for a period sufficient to justify the allotment. The allotment will be an equal amount deducted each pay period (minimum $1.00). The allotment will be for a term of one year beginning with the first pay period which begins in January and ending with the last pay period that begins in December.

No deductions will be made for any pay period in which the employee's net pay is insufficient to cover the deduction amount. When an employee has insufficient coverage of an allotment, the agency may establish a standard order in which the deduction will be made, or they may request the employee to designate the order in which he/she would like to have deductions made. There will be no adjustments made in subsequent pay periods to make up for deductions not made to cover the authorized amount.

Each employee may choose to have CFC contributions submitted to two different campaign areas.

Since most of the Combined Federal Campaign documents are processed for Pay Period 1, agencies should enter the CFC data as soon as possible. It is not necessary to hold CFC cards with future effective dates; these can be entered in PRES and held in the future file upon receipt of the CFC card from the employee (especially during the Combined Federal Campaign Drive). For information on the future file, see the **FINQ procedure**.

Voluntary Charitable Contributions One-Time Payments

If an employee wishes to make a one-time cash contribution, the agency personnel office should send the contribution directly to the designated charity or federated group. Do not enter these documents in PRES.

Canceling Voluntary Charitable Contributions Data

An employee may discontinue an allotment at any time by submitting a signed letter or memorandum to their personnel office. The document must include the employee's name, the amount, and the organization from which the contribution is being revoked. Cancellations are entered in this PRES program.

Transferring Voluntary Charitable Contributions Data

The Office of Personnel Management regulations provide that allotment authorizations be transferred when an employee moves to an organization serviced by a different payroll office. A new authorization form or Form AD-343, Payroll Action Request, should be completed only if an authorization was in effect with the losing department on the date of transfer.

Terminating Voluntary Charitable Contributions Data

All Combined Federal Campaign contributions discontinue automatically only upon expiration of the one-year withholding period.

They will also automatically discontinue in the event of death or retirement, or upon separation from Federal service.

Verifying Voluntary Charitable Contributions Data

Use the following resources to verify data on Document Type 088:

- IRIS Program **111**, Charitable Contribution
- The Listing of Personnel Error Messages Report listed as Document Type **088**
- TMGT, Table **006**, CFC Payee Address
- Statement of Earnings and Leave (AD-334)

Entering Voluntary Charitable Contributions Data

To select this document type, key in ***088*** in the Document Type/Next Page field on the PRES Menu or in the Next Document Type field at any document type screen. Press [Enter]. The Voluntary Charitable Contributions screen (**Figure 63**) is displayed.

Adding The Document Type. To add a Voluntary Charitable Contributions document, complete the key fields at the top of the screen as described in the section on **PRES Key Fields**. Then complete the remaining fields as follows:

1 **Transaction Code** *(required, numeric field; 1 position)*. Key in the transaction code. Valid values are ***1*** (add), ***2*** (change), and ***3*** (delete).

Location Codes

2 **State** *(required, numeric field; 2 positions)*. Key in the state code.

3 **City** *(required, numeric field; 4 positions)*. Key in the city code.

For a list of location codes (campaign areas) see **TMGT, Table 006**.

4 **Amount Per Pay Period** *(required, numeric field; max. of 5 positions)*. Key in the amount to be deducted each pay period in dollars and cents. Do not enter the total amount of the contribution.

5 **Status** *(required, alpha field; 1 position)*. Key in the status code. Valid values are ***R*** (release), ***H*** (hold), and ***I*** (incomplete). For detailed information, see **PRES Key Fields**.

Press [Enter].

After the data passes system edits, the message *Document Successfully Added* is displayed.

To add a Voluntary Charitable Contributions document for another employee, key in the SSNO over the SSNO displayed, then press [PF10] and repeat the above process. Otherwise, press the applicable key as displayed near the top of the screen.

Changing, Viewing, And Deleting The Document Type. For instructions on changing, viewing, and deleting the document type, see **Employee Address** (Doc. Type 349).

```
DP08801M          VOLUNTARY CHARITABLE CONTRIBUTIONS              XX/XX/XX
 OPER INITIALS              FUNCTION
 DEPT/AGENCY CODE                     POI             SSNO
 EFF PAY PERIOD            PAY PERIOD YR              NEXT DOCUMENT TYPE
CLR=EXIT  PF1=MENU   PF5=HELP   PF10=REFRESH   PF11=DOC TYPE         PF12=STATUS
*******************************************************************************
 NAME LAST                            FIRST                     MIDDLE

 TRANSACTION CODE     [1]

 LOCATION CODES
  STATE               [2]
  CITY                [3]

 AMOUNT PER PAY PERIOD  [4]

                                                             STATUS  [5]
DC904860 KEY IN REQUIRED DATA AND PRESS ENTER
```

Figure 63. Voluntary Charitable Contributions Screen

Appendixes

PRES Documents By Document Type

PRES Doc Type	Title	Form No.
031	Master File Change Document	NFC-74
054	Lump Sum Leave Payments	AD-581
056	Compensatory Time Payments	AD-581
075	Performance Appraisal	AD-435
083	Employee Union Dues Mass Change	SF-1187
084	Dues Change Between Locals in National Labor Organization	AD-356
085	Cancellation/Revocation of Employee Union Dues	AD-356A/ SF-1187
086	Authorization of Labor Organization Dues	SF-1187
087	Cancellation of Employee Org Dues (NFC Use Only)	NFC-186
088	Voluntary Charitable Contributions	CFC-804
089	Deductions Due to Indebtedness (NFC Use Only)	NFC-69
095	DD/EFT for Financial Allotments	SF-1199A
096	DD/EFT for Net Salary	SF-1199A
097	TSP Loan Allotment Form	TSP-22
100	Discretionary Allotments	PRES-02
101	Non-Federal Health Benefits Form	PRES-03
102	Non-Federal Life Insurance Form	PRES-04
103	Non-Federal Retirement Benefits Form	PRES-05
104	Non-Federal Thrift Savings Plan Form	PRES-06
120	Multielement Update Document	PRES-01
121	GAO Locator Input Screen	PRES-11
122	USDA Demonstration Project Record	PRES-12
123	Education Document	PRES-13
124	Professional Certification Document	PRES-14
125	Thrift Savings Plan Election Form	TSP-1
126	Thrift Savings Plan Catch-up Election Form	TSP-1-C
127	Allowances	PRES-07
128	Severance Pay	PRES-08
129	Thrift Savings Plan Collections (NFC Use Only)	PRES-10
130	Federal Income Tax Certificate	W-4
131	Earned Income Credit Advance Payment Certificate	W-5
140	State Income Tax Certificate	AD-304
150	City Income Tax Certificate	TFS-7311

PRES Documents By Document Type

PRES Doc Type	Title	Form No.
151	County Income Tax Certificate	TFS-7311
160	Record of Leave Data Transferred	SF-1150
165	Authorization for Restored Annual Leave	AD-582
170	Savings Bond Authorization - New Allotment	SB-2152/ SB-2253
171	Savings Bond Authorization - Change Denomination/Deduction	SB-2152/ SB-2253
172	Savings Bond Authorization - Change Inscription/Denomination/ Allotment	SB-2152/ SB-2253
173	Savings Bond Authorization - Cancel Bond	SB-2152/ SB-2253
174	Savings Bond Authorization - Cancel Owner/Co-Owner Beneficiary	SB-2152/ SB-2253
180	Health Benefits Registration Form	SF-2809
181	Change in Health Benefits Enrollment	SF-2810
185	Flexfund Flexible Spending Account	PRES-15
195	Court-Ordered Child Care or Alimony Deductions	AD-747
349	Employee Address	AD-349
770	SES Performance Appraisal	AD-770

PRES Documents By Form Number

Form No.	Title	PRES Doc Type
AD-304	State Income Tax Certificate	140
AD-349	Employee Address	349
AD-356	Dues Change Between Locals in National Labor Organization	084
AD-356A	Cancellation of Employee Union Dues	085
AD-435	Performance Appraisal	075
AD-581	Lump Sum Leave Payments	054
AD-581	Compensatory Time Payments	056
AD-582	Authorization for Restored Annual Leave	165
AD-747	Court-Ordered Child Care or Alimony Deductions	195
AD-770	SES Performance Appraisal	770
CFC-804	Voluntary Charitable Contributions	088
NFC-69	Deductions Due to Indebtedness (NFC Use Only)	089
NFC-74	Master File Change Document	031
NFC-186	Cancellation of Employee Org Dues (NFC Use Only)	087
PRES-01	Multielement Update Document	120
PRES-02	Discretionary Allotments	100
PRES-03	Non-Federal Health Benefits Form	101
PRES-04	Non-Federal Life Insurance Form	102
PRES-05	Non-Federal Retirement Benefits Form	103
PRES-06	Non-Federal Thrift Savings Plan Form	104
PRES-07	Allowances	127
PRES-08	Severance Pay	128
PRES-10	Thrift Savings Plan Collections (NFC Use Only)	129
PRES-11	GAO Locator Input Screen	121
PRES-12	USDA Demonstration Project Record	122
PRES-13	Education Document	123
PRES-14	Professional Certification Document	124
PRES-15	Flexfund Flexible Spending Account	185
SB-2152/ SB-2253	Savings Bond Authorization - New Allotment	170
SB-2152/ SB-2253	Savings Bond Authorization - Change Denomination/Deduction	171
SB-2152/ SB-2253	Savings Bond Authorization - Change Inscription/Denomination/Allotment	172
SB-2152/ SB-2253	Savings Bond Authorization - Cancel Bond	173
SB-2152/ SB-2253	Savings Bond Authorization - Cancel Owner/Co-Owner Beneficiary	174
SF-1150	Record of Leave Data Transferred	160

Appendix B
Page 2

PRES Documents By Form Number

Form No.	Title	PRES Doc Type
SF-1187	Authorization of Labor Organization Dues	086
SF-1187	Employee Union Dues Mass Change	083
SF-1188	Revocation of Employee Union Dues	085
SF-1199A	DD/EFT for Financial Allotments	095
SF-1199A	DD/EFT for Net Salary	096
SF-2809	Health Benefits Registration Form	180
SF-2810	Change in Health Benefits Enrollment	181
TFS-7311	City Income Tax Certificate	150
TFS-7311	County Income Tax Certificate	151
TSP-1	Thrift Savings Plan Election Form	125
TSP-1-C	Thrift Savings Plan Catch-up Election Form	126
TSP-22	TSP Loan Allotment Form	097
W-4	Federal Income Tax Certificate	130
W-5	Earned Income Credit Advance Payment Certificate	131

PRES Document Types By Title

Document Title	Type	Form No.
Allowances	127	PRES-07
Authorization for Restored Annual Leave	165	AD-582
Authorization of Labor Organization Dues	086	SF-1187
Cancellation of Employee Org Dues (NFC Use Only)	087	NFC-186
Cancellation of Employee Union Dues	085	AD-356A
Change in Health Benefits Enrollment	181	SF-2810
City Income Tax Certificate	150	TFS-7311
Compensatory Time Payments	056	AD-581
County Income Tax Certificate	151	TFS-7311
Court-Ordered Child Care or Alimony Deductions	195	AD-747
DD/EFT for Net Salary	096	SF-1199A
DD/EFT for Financial Allotments	095	SF-1199A
Deductions Due to Indebtedness (NFC Use Only)	089	NFC-69
Discretionary Allotments	100	PRES-02
Dues Change Between Locals in National Labor Organization	084	AD-356
Earned Income Credit Advance Payment Certificate	131	W-5
Education Document	123	PRES-13
Employee Address	349	AD-349
Employee Union Dues Mass Change	083	SF-1187
Federal Income Tax Certificate	130	W-4
Flexfund Flexible Spending Account	185	PRES-15
GAO Locator Input Screen	121	PRES-11
Health Benefits Registration Form	180	SF-2809
Lump Sum Leave Payments	054	AD-581
Master File Change Document	031	NFC-74
Multielement Update Document	120	PRES-01
Non-Federal Health Benefits Form	101	PRES-03
Non-Federal Life Insurance Form	102	PRES-04
Non-Federal Retirement Benefits Form	103	PRES-05
Non-Federal Thrift Savings Plan Form	104	PRES-06
Performance Appraisal	075	AD-435
Professional Certification Document	124	PRES-14
Record of Leave Data Transferred	160	SF-1150

PRES Document Types By Title

Document Title	Type	Form No.
Revocation of Employee Union Dues	085	SF-1188
Savings Bond Authorization - Cancel Bond	173	SB-2152/ SB-2253
Savings Bond Authorization - Cancel Owner/Co-Owner Beneficiary	174	SB-2152/ SB-2253
Savings Bond Authorization - Change Denomination/Deduction	171	SB-2152/ SB-2253
Savings Bond Authorization - Change Inscription/Denomination/Allotment	172	SB-2152/ SB-2253
Savings Bond Authorization - New Allotment	170	SB-2152/ SB-2253
SES Performance Appraisal	770	AD-770
Severance Pay	128	PRES-08
State Income Tax Certificate	140	AD-304
Thrift Savings Plan Collections (NFC Use Only)	129	PRES-10
Thrift Savings Plan Election Form	125	TSP-1
Thrift Savings Plan Catch-up Election Form	126	TSP-1-C
TSP Loan Allotment Form	097	TSP-22
USDA Demonstration Project Record	122	PRES-12
Voluntary Charitable Contributions	088	CFC-804

List Of PRES Document Types, PINE Message Document Types, And SINQ Programs

PRES Doc Type	PRES Program Title	PINE Messg Doc Type	SINQ Program
031	Master File Change Document	030	SQ031
054	Lump Sum Leave Payments	054	SQ054
056	Compensatory Time Payments	056	SQ056
075	Performance Appraisal	075	SQ075
083	Employee Union Dues Mass Change	086	SQ083
084	Dues Chg Between Locals In Natl Lab Org	086	SQ084
085	Cancellation/Revocation of Emp Union Dues	086	SQ085
086	Authorization Of Labor Organization Dues	086	SQ086
087	Cancellation Of Employee Union Dues (NFC Use Only)	087	SQ087
088	Voluntary Charitable Contributions	088	SQ088
089	Deductions Due To Indebtedness (NFC Use Only)	089	SQ089
095	DD/EFT For Financial Allotments	095	SQ095
096	DD/EFT For Net Pay	095	SQ096
097	TSP Loan Allotment Form	097	SQ097
100	Discretionary Allotments	100	SQ100
101	Non-Federal Health Benefits Form	101	SQ101
102	Non-Federal Life Insurance Form	102	SQ102
103	Non-Federal Retirement Benefits Form	103	SQ103
104	Non-Federal Thrift Savings Plan Form	104	SQ104
120	Multielement Update Document	120	SQ120
121	GAO Locator Input Screen	121	SQ121
122	USDA Demonstration Project Record	122	SQ122
123	Education Document	123	SQ123
124	Professional Certification Document	124	SQ124
125	Thrift Savings Plan Election Form	125	SQ125
126	Thrift Savings Plan Catch-up Election Form	126	SQ126
127	Allowances	127	SQ127
128	Severance Pay	128	SQ128
129	Thrift Savings Plan Election Form (NFC Use Only)	129	SQ129
130	Federal Income Tax Certificate	130	SQ130

List Of PRES Document Types, PINE Message Document Types, And SINQ Programs

PRES Doc Type	PRES Program Title	PINE Messg Doc Type	SINQ Program
131	Earned Income Credit Advance Payment Certificate	130	SQ131
140	State Income Tax Certificate	140	SQ140
150	City Income Tax Certificate	150	SQ150
151	County Income Tax Certificate	150	SQ151
160	Record Of Leave Data Transferred	160	SQ160
160	Record Of Leave Data Transferred	160	SQ160
165	Authorization For Restored Annual Leave	165	SQ165
170	Savings Bond Auth - New Allotment	170	SQ170
171	Savings Bond Auth - Change Denom/Allotment	170	SQ171
172	Savings Bond Auth - Chg Inscript/Denom/Allot	170	SQ172
173	Savings Bond Auth - Cancel Bond	170	SQ173
174	Savings Bond Auth - Cancel Owner/Co-owner/Benef	170	SQ174
180	Health Benefits Registration Form	180	SQ180
181	Change In Health Benefits Enrollment	180	SQ181
185	Flexfund Flexible Spending Account	185	SQ185
195	Court Ordered Child Care Or Alimony Deduction	195	SQ195
349	Employee Address	063	SQ349
770	SES Performance Appraisal	075	SQ770

PRES Edit Messages

Message No.	Description
906001	SSNO Invalid
906002	SSNO Must Be Present
906003	Department Code Must Be Present
906004	Department Code Invalid
906005	POI Must Be Present
906006	POI Invalid
906007	Agency Code Invalid
906008	Pay Period Must Be Between “01” And “27”
906009	Function Code Must Be Present
906010	Valid Function Codes Are “A”, “C”, “D”, and “Q”
906011	Operator Initials Must Be Present
906012	Operator Initials Must Be Alphabetic
906013	Maximum Percentage Must Be Numeric
906014	Document Type Invalid
906015	Document Not Found For Specified Key
906016	Function Code Invalid - Valid Functions Are C And Q
906017	Enter Operator Initials, Function Code, SSNO & Ag - Press Enter
906018	Reserved
906019	Please Enter Data For This Document
906020	No More Documents For Specified Key
906021	Document Successfully Changed - Coded for Deletion
906022	Document Successfully Changed
906023	Duplicate Document Found
906024	Reserved
906025	State Tax Withholding State Code Must Be Present
906026	State Tax Withholding State Code - Not Taxable State
906027	Total Number Of Allowances Required
906028	Total Number Of Allowances Invalid
906029	State Code And Number Of Allowances Incompatible
906030	Additional Exemptions Claimed Required
906031	Additional Exemptions Claimed Must Be Numeric
906032	Additional Exemptions Must Be Blank
906033	New Data Must Be Eleven Position Numeric
906034	Additional Amount Must Be Numeric Or Blanks
906035	Personal Exemptions Claimed Must Be Blank
906036	Personal Exemptions Claimed Must Be “0” Or “1”
906037	Public Or Private Employee Code Must Be Blanks
906038	Public Or Private Employee Code Must Be “1” Or “2”
906039	Enter Document Type Or Next Page - Press Enter
906040	Employee Name Must Be Alphabetic
906041	Employee Name Last And First Must Be Present
906042	Press Enter To Obtain The First Document, Then PF6 For Duplicate
906043	Additional Amount Must Be Blanks Or Zeros
906044	PF6 Invalid For Add Function

PRES Edit Messages *(cont'd)*

Message No.	Description
906045	Duplicate Document Has Been Released For Processing
906046	Section IV Must Be Blanks Or Zeros When Stopping Contribution
906047	Must Be “C” For Cancellation Or “R” For Revocation
906048	Union Code Must Be Present
906049	Local Code Must Be Present
906050	Union Code Must Be Numeric
906051	Local Code Must Be Numeric
906052	Union Or Local Code Invalid
906053	Case File Number Must Be Present
906054	Project Indicator Must Be Present
906055	Project Indicator Must Be “E” Or “C”
906056	Service Agreement Expiration Date Invalid
906057	Service Agreement Expiration Date Must Be Present
906058	GAO Work Building Code Invalid
906059	Work Phone Must Be Numeric
906060	Maximum Percentage Must Be Spaces Or Numeric
906061	Enter SSNO Press Enter
906062	Earned Income Credit Invalid - Must Be “Y” Or “N”
906063	Must Be Blank When Earned Income Credit “N”
906064	Must Be “A”, “B”, Or “C” When Earned Income Credit Equals “Y”
906065	Total Amount Of Annual Leave Must Be Present
906066	Action Code Must Be Present
906067	Year Leave To Be Used Must Be Present
906068	Action Code Must Be “1”, “2”, Or “3”
906069	Year Leave To Be Used Must Be Numeric
906070	Only One Block Must Be Entered
906071	Please Enter “FS” For Rating
906072	New Data Must Be Twelve Position Numeric
906073	Owner Name Must Be Blanks
906074	Maximum Percentage Valid Values Are 50, 55, 60, 65 And 99
906075	Union Prior Pay Period Adjustment Invalid
906076	Document Type Not Authorized For Agency Entered
906077	Total Amount Of Annual Leave Must Be Numeric Greater Than Zeros
906078	Total Amount Of Annual Leave Cannot Be Negative Or Zero Status
906079	Fractional Hours Leave Must Be In Quarter Hours 00, 25, 50, Or 75
906080	Year Leave To Be Used Invalid
906081	Valid Status Codes Are (H)=Hold (I)=Incomplete (R)=Release
906082	Transaction Code Required - Enter A, C, D, Or X
906083	Allotment Number Required - Must Be Numeric Greater Than Zeros
906084	Allotment Amount Required - Must Be Numeric Greater Than Zeros
906085	Invalid Combination Of Court Ordered Deduction
906086	Employee Not Eligible For This Document
906087	Enter Either Check Mailing Or DD/EFT Information
906088	Enter Only One - Either Check Mailing Or DD/EFT Information

PRES Edit Messages *(cont'd)*

Message No.	Description
906089	DD/EFT Account Number Required - Must Be Numeric Greater Than Zeros
906090	DD/EFT Type Account Must Be “C” Or “S”
906091	DD/EFT Routing Number Required - Must Be Numeric Greater Than Zeros
906092	The 1st 2 Positions Of DD/EFT Routing No Must Be 01-12, 21-32, 90 Or 91
906093	Routing Number - Check Digit Invalid
906094	Payee Name Must Be Present
906095	Payee Address Must Be Present
906096	City, State, And ZIP Code Must Be Present
906097	1st 5 Positions Of ZIP Code Required And Must Be Greater Than Zeros
906098	1st 5 Positions Of ZIP Code Invalid
906099	State Name Invalid
906100	City Tax State Code Must Be Numeric
906101	City Tax City Code Must Be Numeric
906102	State And City Codes Not A Taxable Combination
906103	Resident Code Must Be “1” Or “2”
906104	Percent Of Compensation Must Be Blank Or Numeric
906105	Number Of Allowances Invalid For State And/Or City Code Entered
906106	Extra Deductions Invalid
906107	County Tax Code Must Be Numeric
906108	Number Of Allowances Must Be Numeric, Blanks Or ‘XT’
906109	Annual Leave Carryover Balance Must Be Blanks Or Numeric With Qtr. Hrs.
906110	Annual Leave Balance Credit Indicator Must Be Blank Or Y
906111	Sick Leave Carryover Balance Must Be Blanks Or Numeric With Qtr. Hours
906112	Sick Leave Balance Credit Indicator Must Be Blanks Or Y
906113	Current Year Annual Leave Earned Must Be Blanks Or Numeric
906114	Current Year Sick Leave Earned Must Be Blanks Or Numeric
906115	Reduction In Credits Must Be Blank Or Numeric
906116	Sick Leave Accrual Reduction Must Be Blank Or Numeric
906117	Annual Leave Taken YTD Must Be Blank Or Numeric With Quarter Hours
906118	Sick Leave Taken YTD Must Be Blank Or Numeric With Quarter Hours
906119	Annual Leave Transferred Must Be Blank Or Numeric With Quarter Hours
906120	Annual Leave Transferred Credit Indicator Must Be Blank Or Y
906121	Sick Leave Transferred Must Be Blank Or Numeric With Quarter Hours
906122	Sick Leave Transferred Credit Indicator Must Be Blank Or Y
906123	Annual Leave Transferred Not In Balance
906124	Sick Leave Transferred Not In Balance
906125	LWOP Or Furlough Hours Must Be Blanks Or Numeric With Quarter Hours
906126	LWOP Since Last WGI Must Be Blanks Or Numeric With Quarter Hours
906127	AWOL Since Last WGI Must Be Blanks Or Numeric With Quarter Hours
906128	Military Leave Days Must Be Blanks Or Numeric Less Than 19
906129	Commencing Date Of WGI Waiting Period Invalid
906130	AWOL Or Suspension Must Be Blanks Or Numeric With Quarter Hours
906131	Ending Date of Lump Sum Leave Invalid
906132	Bond Authorization Number Invalid

PRES Edit Messages *(cont'd)*

Message No.	Description
906133	Effective Date Must Be Numeric Greater Than Zeros
906134	Effective Date Invalid
906135	Bond Deduction Amount Must Be Numeric And Greater Than $3.74
906136	Verify Amount Allotted Must Equal Amount Allotted
906137	Bond Denomination Must Be Numeric And Equal 100, 200, 500, Or 1000
906138	Plan Code Must Equal 01, 02. Or 13
906139	Pay Period YR Must Be Present
906140	Pay Period YR Must Be Numeric
906141	Pay Period YR Must = Current YR Or Be 1 < Or 1 > Current YR
906142	Employee Authorization Date Must Be Present
906143	Employee Authorization Date Invalid
906144	Employee Authorization Day Invalid
906145	Employee Authorization Year Invalid
906146	Dues Deduction Amount And Percent Deduction Cannot Both Be Entered
906147	Percent Deduction Must Be Numeric
906148	Dues Deduction Amount Must Be Numeric
906149	Employee Authorization Month Invalid
906150	Dues Deduction Amount Must Be Numeric Greater Than Zeros
906151	Union And Local Entered Requires Percent
906152	Union And Local Entered Requires Deduction Amount
906153	New Data Must Be Numeric
905154	New Data Contains An Amount Greater Than Maximum OASDI Wages
906155	New Data Invalid - Must Be "Y" Or "N" For Field Number 24
905156	New Data Must Be A Value Than Less 5 For Field Number 41
906157	New Data Must Be "0" Or "1" For Field Number 51
905158	New Data Must Be Numeric Less Than 31
906159	New Data Must Be Four Position Numeric
905160	Number Of Owners Must Be Numeric Valid Values 01 Thru 09
906161	Number Of Coowner/Beneficiary Must Be 00 Thru 09
906162	Bond Owner SSNO Invalid
906163	Bond Owner SSNO Must Be Blanks
906164	Owner Address Line 1 Required
906165	Owner Address Line 1 Must Be Blanks
906166	City Required
906167	City Must Be Blank
906168	State Must Be Alphabetic
906169	State Must Be Blank
906170	Owner Name Required
906171	Rating Of Record Period From Date Must Be Numeric
906172	Rating Of Record Period From Date Must Be Numeric Greater Than Zero
905173	Rating Of Record Period From Date Invalid
906174	Scale Invalid
905175	Adjective Incompatible With Presumption (P) Scale
906176	Retain Invalid - Must Be Y Or N

PRES Edit Messages *(cont'd)*

Message No.	Description
905177	Bonus Percent Invalid - Must Be 1 Thru 20
906178	Bonus Amount Must Be Numeric
906179	Type Award Invalid - Must Be Blank, "D", Or "M"
906180	State Code Must Be Present
906181	City Code Must Be Numeric
906182	State And County Codes Not A Taxable Combination
906183	Collection Only? - Must Be Y Or N
906184	Base Pay In Must Be Zeros Or Blanks
906185	Transaction Code Must Be 1, 2, Or 3
906186	State And City Combination Invalid
906187	Allotment Per Pay Period Must Be Numeric Greater Than Zero
906188	Verify Amount Must Equal Allotment Per Pay Period
906189	Number Of Payments Must Be Numeric
906190	Number Of Payments Must Be Between 26 and 390
906191	Transaction Code Invalid - Must Be 1 Thru 9
906192	Enrollment Code Must Be Blank When Transaction Code Equal 3
906193	Enrollment Code Invalid
906194	Agency Code And Plan Code Incompatible
906195	Month, Day, And Year Required
906196	Month And Day Combination Invalid
906197	Number Of Days Invalid
906198	Year Invalid
906199	Retroactive Adjustment Flag Must Be Y, N, Or Blank
906200	Tax Deferred Option Invalid For Agency Entered
906201	Tax Deferred Code Must Be Y, N, Or Blank
906202	Plan Code And Coverage Code Invalid
906203	Coverage Amount Required
906204	Coverage Amount Must Be Blank
906205	Option1, Option2, & Option3 Must Be Blank When Trans Code Equal 3
906206	Option 1 Not Required
906207	Option 1 Required
906208	Option 1 Must Be Numeric
906209	Option Employee Life Plan Exceeds Maximum Amount
906210	Option 2 Not Required
906211	Option 2 Required
906212	Option 2 Must Be Numeric
906213	Option 3 Not Required
906214	Option 3 Required
906215	Option 3 Must Be Numeric
906216	LI Biweekly Deduction Amount Must Be Numeric Greater Than Zero
906217	LI Biweekly Ded Amt Must Be Blank Or Zero With Plan Code Used
906218	Coverage Amount For Plan And Coverage Code Invalid
906219	Transaction Code Must Be 3
906220	Please Select Only One TSP Plan

PRES Edit Messages *(cont'd)*

Message No.	Description
906221	Plan An Asterisk (*) Next To The Applicable TSP Plan
906222	Pay Period Dates Not In Table
906223	Transaction Code Must Be 1, 3, Or 4
906224	Agency Not Authorized To Enter This Data
906225	More Than One Asterisk For Field Name - Please Check
906226	Agency Not Authorized To Enter This Field Number
906227	New Data Must Equal Y Or N
906228	Programming Language Code Must Equal 0 Thru 9
906229	Computer Equip Ability Code Must Be One Position Alphabetic
906230	Law Bar Membership Or State Of Bar Invalid
906231	Primary Fund Code Must Be Two Position Numeric
906232	Date Must Be In Month, Day, And Year Format
906233	Federal TSP Deduction YTD Must Be Seven Position Numeric
906234	Agency Info Must Not Exceed 20 Positions
906235	Election During Open Season Must Be Y Or N
906236	Place An Asterisk (*) Next To The Applicable Section
906237	Please Do Not Enter Percent Or Amount When Stopping Contribution
906238	Enter Either Percent Or Amount
906239	Enter Data In Only One Field For Section II
906240	Deduction Amount Must Be Numeric
906241	Deduction Percent Must Be Between 1% and 11%
906242	Deduction Percent Must Be Numeric
906243	Reserved
906244	Section IV Must Be Completed By All FERS Employees
906245	Reserved
906246	Reserved
906247	Reserved
906248	Please Select One Section Only
906249	Please Enter The Updated Information
906250	Please Select One Option Only
906251	Transaction Code Must Be A, C, Or S
906252	Total Severance Fund Must Be Blank With Stop(S) Transaction Code
906253	Total Severance Fund Must Be Numeric Greater Than Zero
906254	Bi-Weekly Severance Amount Must Be Blanks With Stop(S) Transaction Code
906255	Bi-Weekly Severance Payment Amount Must Be Numeric Greater Than Zeros
906256	First Severance Payment Amount Must Be Numeric Greater Than Zeros
906257	Date Severance Pay Begins Required
906258	Date Severance Pay Begins Invalid
906259	Date Severance Pay Begins Month Invalid
906260	Date Severance Pay Begins Day Invalid
906261	Date Severance Pay Begins Year Invalid
906262	Cannot Enter Document Through PRES - Must Be Entered Through PACT
906263	Coverage Code Must Be 2 With Plan Code 37
906264	With Cov Code Of 1 Or 2 Deferred Amt Or Deferred Pct Must Be Present

PRES Edit Messages *(cont'd)*

Message No.	Description
906265	Coverage Code And Additional Amount Must Be Blank
906266	Coverage Code Must Be 0 When Additional Amount Blank
906267	Coverage Code Must Be 1 Or 2
906268	Coverage Code Must Be 0 Or Additional Amount Must Be Present
906269	Please Enter Only One Block
906270	Adjective Invalid. Must Be “P” Or Blank
906271	Rating Of Record Period To Date Must Be Numeric
906272	Rating Of Record Period To Date Must Be Numeric Greater Than Zero
906273	Rating Of Record Period To Date Invalid
906274	Rating Of Record Period To Date Must Be Subsequent To Appraisal From Date
906275	Rating Of Record Period To Date Must Be 90 Days Greater Than Appraisal From Date
906276	Pay Plan Must Be Entered
906277	Reserved
906278	Series I Bond Denomination Must Equal 50, 75, 100, 200, 500, or 1000
906279	Coowner/Benef Code Invalid
906280	Coowner/Benef SSNO Must Be Blanks
906281	Coowner/Benef Name Must Be Blanks
906282	Coowner/Benef Name Required
906283	Coowner/Benef SSNO Invalid
906284	Owner No. -Or- Coowner/Benef No. Required
906285	State Must Be Present
906286	Reserved
906287	Rating Of Record Pattern Invalid
906288	Rating Of Record Pattern And Level Incompatible
906289	One Bond Series Must Be Selected
906290 thru	
906292	Reserved
906293	Residence Address Invalid
906294	Residence Address Codes Invalid
906295	Residence Address ZIP Code Invalid
906296	Check Mail Designated Agent Invalid
906297	Designated Agent No Longer Valid As A Check Mail Option
906298	Check Mail Address Must Be Blank When Designated Agent Entered
906299	Check Mail Address Invalid
906300	Check Mail Address Codes Invalid
906301	Taxable Amt, Taxable Pct, Def Amt & Def Pct Must Be Blanks
906302	Taxable Amount Must Be Numeric
906303	Taxable Percent Must Be Numeric
906304	Deferred Amount Must Be Numeric
906305	Deferred Percent Must Be Numeric
906306	Enter Either Percent Or Amount
906307	Do Not Enter Deduction Amount Or Percent When Transaction Code Equal 3 Or 5
906308	Please Enter Deduction Percent Only
906309	Deduction Amount Must Be Blanks

PRES Edit Messages *(cont'd)*

Message No.	Description
906310	Deduction Percent Must Be Blanks
906311	Must Enter Deduction Amount Or Deduction Percent
906312	Amount Per Pay Period Required
906313	Transaction Code Must Be 1, 3, 4, Or 5
906314	Severance Amt Per Pay Period Invalid - Exceeds Total Severance Fund
906315	First Severance Payment Amt Invalid - Exceeds Total Severance Fund
906316	Transaction Code Must Be A, C, Or D
906317	Please Enter Only Deduction Amount
906318	New Union Or Local Code Not Numeric
906319	New Union Or Local Code Invalid
906320	Date Separated Month Invalid
906321	Date Separated Day Invalid
906322	Date Separated Year Invalid
906323 thru 906327	Reserved
906328	Field Number Invalid - Must Be Numeric Greater Than Zeros
906329	New Data Field Length Incompatible With Field Number
906330	Pay Period Number Must Be Between "01" And "27"
906331	New Data Contains An Amount Greater Than Maximum FICA Deductions
906332	Date LSP Carry Rest Lv Month Invalid
906333	Date LSP Carry Rest Lv Day Invalid
906334	Date LSP Carry Rest Lv Year Invalid
906335	Date LSP Carry In Ceil Month Invalid
906336	Date LSP Carry In Ceil Day Invalid
906337	Date LSP Carry In Ceil Year Invalid
906338	Date LSP Carry Ovr Ceil Month Invalid
906339	Date LSP Carry Ovr Ceil Day Invalid
906340	Date LSP Carry Ovr Ceil Year Invalid
906341	Field Number Invalid - Must Be 1 Thru 64
906342	Rating Of Record Level Invalid
906343	Amount And Percent Must Be Blank With Union And Local Code Entered
906344	Event Cde 4 Invalid For This Document
906345	Transaction Code Must Equal 7 with Event Code 3
906346	Transaction Code Must Equal 8 with Event Code 6
906347	Transaction Code Must Equal 8 with Event Code 9
906348	Enrollment Code Required
906349	Enrollment Code Invalid
906350	Effective Date Must Be Numeric
906351	Six Position Numeric Hours Field - Quarter Hours = 00, 25, 50, 75
906352	Action Code Invalid - Must Be 0, 1, Or 2
906353	Reserved
906354	With Transaction Code 9 New Payroll Office Required
906355	Retroactive Adjustment Field Must Be Y, N, Or Blank
906356	Temporary Employee Indicator Must Equal Y Or N

PRES Edit Messages *(cont'd)*

Message No.	Description
906357	Transaction Code Invalid - Must Be 2, 4, 7, 8, Or 9
906358	Event Code Invalid - Must Be 2, 3, 4, 6, Or 9
906359	With Transaction Code 2, 4, 7, Or 8 New Payroll Office Must Be Blank
906360	New Data Must Be An Eight Position Numeric Field
906361	Reserved
906362	No Field Selection Was Made - Enter "*" Next To Field To Be Updated
906363	More Than One "*" Entered - Only One Field May Be Updated Per Document
906364	WGI Due Code Must Be Numeric 0 Or 1
906365	Critical Element Indicator Must Be 0, 1, 2, 3, Or 4
906366	Field Selected Must Be Two Position Numeric
906367	Field Selected Must Be Two Position Numeric Less Than 31
906368	Field Selected Must Be Three Position Numeric
906369	Field Selected Must Be Six Or Nine Position Numeric
906370	Field Selected Must Be Four Position Numeric
906371	Perf Eval Rating Code Must Be Two Position Alphanumeric - EX, HS
906372	Perf Eval Pay Period Two Position 01 Thru 27
906373	Only Agency 63 Can Enter This Data
906374	Field Selected Must Equal "Y" Or "N"
906375	Field Selected Must Be Six Position Numeric
906376	Field Selected Must Be Seven Position Numeric
906377	Field Selected Must Be Eight Position Numeric
906378	OASDI Deductions YTD Exceeds Maximum Deductions
906379	OASDI Wages YTD Exceeds Maximum Wages
906380	Hospital Insurance Tax Wages YTD Exceeds Maximum Deductions
906381	Hospital Insurance Tax Deductions YTD Exceeds Maximum Deductions
906382	Coowner/Benef Code Must Be Blank
906383	Reserved
906384	Effective Date Year Cannot Be Greater Than The Pay Period Year
906385	County Tax State Code Must Be Numeric
906386	Transaction Code Invalid - Valid Values Are 1, 3, 5, Or 6
906387	Event Code Must Be Present With All Transaction Codes
906388	Event Code Must Equal 1, 2, 5, Or 6 Only
906389	Remarks Must Be Present With Event Code 2 Or 6
906390	When Event Code = "1" & Event Change = "01", Eff Pay Per Must = "01"
906391	Martial Status Invalid - Valid Values Are Y Or N
906392	Martial Status Must Be Present On Document
906393	Home Phone Number Must Be Numeric
906394	Office Phone Number Must Be Numeric
906395	Enrollment Code Must Be Blanks With Transaction Code 3 Or 6
906396	Enrollment Code Must Be Present With Transaction Code 1 Or 5
906397	Enrollment Code Invalid
906398	Self Option Specified - Family Members Must Be Blanks
906399	Family Option - No Family Members Specified
906400	Cannot Specify Family Member(s) With Transaction Entered

PRES Edit Messages *(cont'd)*

Message No.	Description
906401	Effective Date Of Coverage Invalid
906402	Cannot Specify Other Insurance Info With Transaction Code 3 Or 6
906403	Other Insurance Info Must Be Present And Complete
906404	Other Insurance Policyholders SSNO Invalid
906405	Other Insurance Policyholders SSNO Must Be Numeric
906406	Other Insurance Type Of Coverage Must Equal S Or F
906407	Number Of Event Change Must Be Present
906408	No. & Date Of Event Change Must Be Blanks With Transaction Code 3 Or 6
906409	Number Of Event Invalid With Specified Event Code
906410	Reserved
906411	Number Of Event That Permits Change Invalid
906412	Transaction Code Invalid With Number Of Event Specified
906413	Number Of Event Requires Self To Family Option Change
906414	Family Option Cannot Be Specified With Number Of Event 07
906415	Date Of Event Must Be Present
906416	Date Of Event Invalid
906417	Signature Date Must Be Present With All Transaction Codes
906418	Signature Date Invalid
906419	Date Received In Employing Office Must Be Present
906420	Date Received In Employing Office Invalid
906421	Effective Date Of Election Invalid
906422	Effective Date Of Election Must Be Blank With Transaction Code 3
906423	Eff Date Of Election Must Be Present With Transaction Code 1, 5, Or 6
906424	Effective Date Of Termination Invalid
906425	Effective Date Of Termination Must Be Present With Transaction Code 5
906426	Eff Date Of Termination Must Be Blank With Transaction Cd 1, 3, Or 6
906427	Employing Phone Number Must Be Numeric
906428	Retroactive Adjustment Flag Must Be Y, N, Or Blank
906429	Temporary Employee Indicator Must Equal Y Or N
906430	Additional Family Member Must Equal Y Or N
906431	Additional Family Members Must Be Entered When Indicator Equals Y
906432	Date Of Birth For Family Member Invalid
906433	Case Number Must Be Numeric And Greater Than Zeros
906434	Effective Year Of Action Invalid Or Missing
906435	Deduction Amount Per Pay Period Invalid
906436	Percent Amount Per Pay Period Invalid
906437	Deduction NTE Amount Per Pay Period Invalid
906438	Deduction NTE Amount Only Valid With Percent Per Pay Period
906439	Deduction Amount Invalid With Percent Per Pay Period Or NTE Amount
906440	Court Cost Per Pay Period Invalid
906441	Court Cost Total Amount Invalid
906442	Court Cost Deduction Present But Total Amt Missing
906443	Court Cost Total Amt Must Not Be Less Than Court Cost Deduction
906444	Arrears Deduction Amount Per Pay Period Invalid

PRES Edit Messages *(cont'd)*

Message No.	Description
906445	Arrears Deduction Amount Per Pay Period Invalid
906446	Arrears Percent Amount Per Pay Period Invalid
906447	Arrears Deduction NTE Amount Invalid
906448	Arrears Total Amt Present But Deduction Missing
906449	Both Dollar Amt And Percent Amt Present For Arrears
906450	Arrears Deduction Amt Present But Total Amt Missing
906451	Arrears Deduction NTE Amt Present But Pct Amt Missing
906452	Arrears Total Amt Must Not Be Less Than Arrears Amt Collectable Per PP
906453	Pay Period Deduction Or Arrears Deduction Must Be Present
906454	Base Pay In Must Be Greater Than Zero
906455	Recipient Name Missing
906456	Recipient Address Line 1 Missing
906457	Recipient City Missing
906458	Recipient State Missing Or Invalid
906459	Recipient ZIP Code Missing Or Invalid
906460	Court Assigned Case Number Missing
906461	Gross Base Pay In Must Be Numeric
906462	Base Pay Out Must Be Zeros Or Blanks
906463	Base Pay Out Cannot Be Greater Than Base Pay In
906464	Base Pay In Or Base Pay Out - One Must Be Entered
906465	Gross Base Pay Out Must Be Numeric
906466	Number Of Pay Periods Must Be Zeros Or Blanks
906467	Number Of Pay Periods Must Be 001
906468	Number Of Pay Periods Must Be Numeric
906469	Number Of Pay Periods Must Be Greater Than Zeros
906470	Percent Non-Deferred In Must Be Zeros Or Blanks
906471	Non-Deferred Percent In Invalid
906472	Percent Non-Deferred In Must Be Numeric
906473	Percent Non-Deferred In Must Be Zeros
906474	Percent Deferred In Must Be Zeros
906475	Percent Non-Deferred Out Must Be Zeros Or Blanks
906476	Percent Non-Deferred Out Must Be Numeric
906477	Percent Non-Deferred Out Must Be Zeros
906478	Amount Non-Deferred In Must Be Zeros Or Blanks
906479	Enter Either Percent Or Amount Non-Deferred In
906480	TSP Deduct Flag Must Be Blanks
906481	Plan Code Must Equal 01
906482	Amount Non-Deferred In Must Be Numeric
906483	Amount Non-Deferred In Must Be Zeros
906484	Amount Non-Deferred Out Must Be Zeros Or Blanks
906485	Enter Percent Or Amount Non-Deferred Out
906486	Amount Non-Deferred Out Must Be Numeric
906487	Amount Non-Deferred Out Must Be Zeros
906488	Percent Deferred In Must Be Zeros Or Blanks

PRES Edit Messages *(cont'd)*

Message No.	Description
906489	Percent Deferred In Must Be Numeric
906490	Percent Deferred Out Must Be Zeros Or Blanks
906491	Percent Deferred Out Must Be Numeric
906492	Percent Deferred Out Must Be Zeros
906493	Amount Deferred In Must Be Zeros Or Blanks
906494	Enter Either Percent Or Amount Deferred In
906495	Amount Deferred In Must Be Numeric
906496	Amount Deferred In Must Be Zeros
906497	Amount Deferred Out Must Be Zeros Or Blanks
906498	Enter Either Percent Or Amount Deferred Out
906499	Amount Deferred Out Must Be Numeric
906500	Reserved
906501	Check Mail ZIP Code Invalid
906502	Please Review - No Data Has Been Entered For This Document
906503	Grade Must Be A Two Position Numeric
906504	Step Must Be A Two Position Numeric
906505	Rating Of Record Indicator Must Be Blanks
906506	Eff Date Of Election Must Be Beginning Date Of Pay Per With Trans Code 1 or 5
906507	Both From And To Dates Must Be Present
906508	Minimum Period Of 60 Days Between From And To Date Required
906509	Eff Date Of Electi Must Be End Date Of Pay Per With Trans Code Used
906510	Reserved
906510	Summary Rating Score Invalid
906511	Rating Of Record Pattern And Level Invalid
906512	Reserved
906513	Reserved
906514	Additional Exemptions Must Be 00 - 06 For State Code 26
906515	Additional Exemptions, No. Of Exemptions & State Tax Code Incompatible
906516 thru	
906530	Reserved
906531	Must Enter Y Or N To indicate When Processing
906532	Allocation Of Contribution Must Be Numeric
906533	Reserved
906534	Amount Deferred Out Must Be Zeros
906535	Deferred In Or Non-Deferred In Only One Can Be Entered
906536	Percent Or Amount - One Must Be Entered
906537	Deferred Out Or Non-Deferred Out Only One Can Be Entered
906538	Pay Period Yr In Must Be Zeros Or Blanks
906539	Pay Period Yr In Must Be Greater Than Zeros
906540	Pay Period Yr In Required
906541	Pay Period Yr In Must Be Numeric
906542	Pay Period Yr In Must Be Zeros
906543	Pay Period Yr Out Must Be Zeros Or Blanks
906544	Pay Period Yr Out Must Be Greater Than Zeros

PRES Edit Messages *(cont'd)*

Message No.	Description
906545	Pay Period Yr Out Required
906546	Pay Period Yr Out Must Be Numeric
906547	Pay Period Yr Out Must Be Zeros
906548	Pay Period No In Must Be Zeros Or Blanks
906549	Pay Period No In Invalid
906550 thru	
906553	Reserved
906554	Pay Period No In Must Be Greater Than Zero
906555	Pay Plan Invalid
906556	Scale Required
906557 thru	
906565	Reserved
906566	Type Payment (Lump Sum) Must Be Numeric - 0=Interim 1=Final
906567	Total Hours Must Be Numeric Greater Than Zeros
906568	Total Quarter Hours Must Be Numeric Equal 00, 25, 50, Or 75
906569	Deduction Amount Must Be Greater Than Zeros
906570	Deduction Amt Last Two Positions Must Equal Between 01 & 50 Percent
906571	Deduction Amt Last Two Positions Must Equal Between 01 & 15 Percent
906572	Deduction Amount Must Equal Between $25 and $1500
906573	Deduction Amount Must Equal Between $25 and $ 350
906574	Deduction Amount Invalid - Minimum Amount $1
906575	Reserved
906576	Hours Must Be Numeric Greater Than Zero
906577	Quarter Hours Must Be Numeric Equal 00, 25, 50, Or 75
906578	Total Hours Accumulated Not Equal Total Hours
906579	Accounting Data Use Code Invalid - Enter 0=Enter Accounting 1=Use Data Base
906580	Total Accounting Lines Incompatible With Accounting Data Use Code
906581	First Accounting Line Must Be Entered Unless Using Stored Accounting
906582	Total Lines Of Accounting Data Invalid
906583	Total Lines Of Accounting Does Not Equal Total No. Of Accounting Lines Entered
906584	Hours Charged Must Be Entered
906585	Accounting Lines Must Be Entered Consecutively
906586	Accounting Data And Hours Incompatible
906587	Accounting Data Use Code Incompatible With Accounting Data
906588	Hours And Total Hours Do Not Agree With Accounting Data Use Code
906589	Accounting Lines Do Not Agree With Accounting Data Use Code
906590	Flat Tax Rate Must Be Numeric 0=N/A 1=Flat Tax Rate
906591	Minus Sick Leave Must Be Numeric - 0=N/A 1=Forgiven
906592	Pay COLA Must Be Numeric 0=No, 1=COLA, 2=Post Diff, & 3=COLA & Post Diff
906593	Pay AUO Must Be Numeric 0=No 1=Yes
906594	1st, 2nd, 3rd, Or Varied Shift Rate Must Be Numeric Or Blank
906595	Hours Applicable To Last Day Of LSP Invalid
906596	Shift Rate Codes Must Be All Numeric Or All Blank
906597	TS Coverage Code Must Be Y Or N

PRES Edit Messages *(cont'd)*

Message No.	Description
906598	Multi Allowance Types Selected - Please Select Only One
906599	Please Select An Allowance Type
906600	Allowance Type Invalid For Agency Entered
906601	Horse Allowance Amount Invalid
906602	Taxable Required For Quarters Allowance
906603	Taxable Invalid For Allowance Type
906604	Allowance Code Invalid
906605	Allowance Code Invalid For Allowance Type Selected
906606	Percentage Of Base Pay Invalid
906607	Allowance Rate And Percentage Incompatible
906608	Allowance Total Must Be Numeric Or Blank
906609	Allowance Total Invalid For Allowance Type Selected
906610	Allowance Total Required For Allowance Type Selected
906611	Allowance Total Less Than Allowance Rate
906612	Percentage Of Base Pay Required
906613	Transaction Code Must Be A, C, Or D
906614	Allowance Rate Must Be Numeric Greater Than Zero
906615	Amount Must Be Numeric Greater Than Zeros
906616	Number Of Payments Must Be Between 01 And 26
906617	Allocation Must Be Numeric Or Equal Zeros
906618 thru 906622	Reserved
906623	Bond Denomination Invalid
906624	Owner Name Required
906625 thru 906627	Reserved
906628	State Must Be Alphabetic
906629	State/Country Code Invalid
906630	ZIP Code Invalid
906631	Coowner/Benef Code Invalid - Valid Values Are 0 = Coowner; 1 = Benef
906632	Coowner/Benef Name Required
906633	Coowner/Benef SSNO Invalid
906634	Reserved
906635	Number Of Owners And Owner Recs Entered Do Not Agree
906636	Number Of Coowners And Coowner Recs Entered Do Not Agree
906637	Verify Amount Must Equal Amount Allotted
906638	New Local/Lodge Code Cannot Be The Same As The Current Local Org Code
906639	Amount Or Percent Must Be Numeric
906640	Pay Period No In Required
906641	Amount Must Be Numeric
906642	Pay Period No In Must Be Numeric
906643	Agency Not Authorized To Enter Non-Federal TSP
906644	Allowance Total Must Equal Allowance Rate
906645	Agency Not Authorized To Enter This Data
906646	PF2 Key To Be Used With Function Code C Or D Only

PRES Edit Messages *(cont'd)*

Message No.	Description
906647	Press PF2 To View Remainder Of Document Or Enter To Process Change
906648	Please Enter Key Data Before Accessing Additional Screens
906649	Document Successfully Viewed
906650	Task Code Must Be 1 Or 3
906651	SSNO When Specified Must Be Numeric
906652	Reserved
906653	Enter Task Code And Press Enter
906654	Education Level Must Be 06, 10, Or 13 Thru 22
906655	Instructional Program Must Be Numeric Greater Than Zeros
906656	Year Of Degree/Certificate Must Be Numeric Greater Than Zero
906657	School Code Invalid
906658	Transaction Code Must Be A, OR C, Or D
906659	Reserved
906660	Professional Certificate Name Required
906661	Professional Certificate Year Must Be Numeric Greater Than Zeros
906662	Professional Certificate State Invalid
906663	Instructional Program Invalid
906664	With Cov Code "0" Taxable Amt/Pct Or Deferred Amt/Pct Must Be Blank
906665	Type Of Appointment Must Be 01, 02, 06, Or 07
906666	Flexfund Transaction Code Must Be 1, 2, Or 3
906667	Flexfund Total Exceeds Maximum Total For Plan Code Entered
906668	Must Enter Y = Yes, N = No, Or C = Cancellation
906669	Flexfund Total Less Than Minimum Amount Allowed
906670	Total Amount Must Be Numeric Greater Than Zero
906671	Effective Date Of Flexfund Must Be Present
906672	Effective Date Of Flexfund Invalid
906673	Effective Flexfund Month Invalid
906674	Effective Flexfund Day Invalid
906675	Effective Flexfund Year Invalid
906676	Plan And Option Code Invalid
906677	Date Must Be 6 Position Numeric
906678	February Must Be Less Than Or Equal To 29 Days
906679	Tax Deferred Code Required For Enrollment Or Change
906680	Reserved
906681	Tax Deferred Code Must Be Blank With Cancellation
906682	Retroactive Adjustment Must Be Blank With Transaction Code 3
906683	Bi-Weekly Deduction Amount Must Be Blanks Or Zeros With Trans Code 3
906684	Total Amount Must Be Blanks Or Zeros With Cancellation
906685	Pay Period No In Must Be Zeros
906686	Pay Period No Out Must Be Zeros Or Blanks
906687	Pay Period No Out Invalid
906688	Pay Period No Out Must Be Greater Than Zeros
906689	Pay Period No Out Must Be Numeric
906690	Pay Period No Out Must Be Zeros

PRES Edit Messages *(cont'd)*

Message No.	Description
906691	Only Agency 68 Can Enter This Plan Code
906692	Type Deduction Code Invalid
906693	Type Deduction Code Must Be Numeric
906694	Account Number Must Be Greater Than Zeros
906695	First Two Positions Must Be Numeric
906696	First Six Positions Must Be Numeric
906697	Error - Attempting Obtain - Print Screen - Contact Customer Support
906698	Error - Attempting Modify - Print Screen - Contact Customer Support
906699	Error - Attempting Erase - Print Screen - Contact Customer Support
906700	Error - Attempting Store - Print Screen - Contact Customer Support
907000	Transaction Code Incompatible With Type Code
907001	Balance Must Be Numeric
907002	Deduction Amount Must Be Greater Than Zero
907003	Balance Less Than Amount Per Pay Period
907004	Non-Deferred Percent Out Invalid
907005	Deferred Percent In Invalid
907006	Deferred Percent Out Invalid
907007	Reserved
907008	Type Deduction Code Must Be Entered Using DP088
907009	Education Level Must Be 04 Or 06 Thru 22
907010	Instructional Program Must Be Blanks Or Zeros
907011	Type Of Investigation Must Be 01 Thru 11
907012	Reserved
907013	Month Must Be 01 Thru 12
907014	New Data Must Be Eight Position Numeric
907015	TDY Post Differential Invalid - Valid Values Are 0000 Thru 2500
907016	Field Value Must Be Six Position Numeric Date - MMDDYY Format
907017	Field Value Must Be Equal To Or Less Than Ending Date Of Eff Pay Period
907018	Sex Code Must Be "M" Or "F"
907019	Relation Code Must Be 1, 2, 3, Or 4
907020	Function Code Must Be A Or D
907021	Select Type Of Action
907022	Type Of Action Invalid
907023	Document Type Must Be Present And Numeric
907024	Invalid Document Code - Please Reenter
907025	Select Type Of Action
907026	User Not Authorized To Access This Data - Contact Agcy Security Rep
907027	DB Error - Obtain Salary - Print Screen Contact Customer Support
907028	Reserved
907029	Agency Not Equal To Data Base
907030	DB Error-Obtain Agcy-SSNO-Chg - Print Screen Contact Customer Support
907031	SSNO Not Found On Database
907032	Reserved
907033	DB Error - Obtain Doc-Orig - Print Screen Contact Customer Support

PRES Edit Messages *(cont'd)*

Message No.	Description
907034 thru 907040	Reserved
907041	Data Base Error - Calc To Erase Print Screen Contact Customer Support
907042	DB Error - Obtain Dup For Erase - Print Screen Contact Customer Support
907043	Reserved
907044	Error On Attempted Erase
907045	Document Type Must Be Blank With Type Of Action 1
907046	Pay Period Number Must Be Blank With Type Of Action 1
907047	Reserved
907048	Reserved
907049	Personnel Contact Name Last Required
907050	Personnel Contact Name First Required
907051	Personnel Contact Phone Number Required
907052	Personnel Contact Phone Number Must Be Numeric
907053	Authorized Agency Phone Number Required
907054	Authorized Agency Phone Number Must Be Numeric
907055	Payroll Contact Name Last Required
907056	Family Information Must Be Blank When Name Blank
907057	Payroll Contact Name First Required
907058	Payroll Contact Phone Number Required
907059	When Medicare B Equals "Y" Then Medicare A Must Be "Y"
907060	Medicare A Invalid - Valid Values Are "Y" Or "N"
907061	Medicare B Invalid - Valid Values Are "Y" Or "N"
907062	CHAMPUS Invalid - Valid Values Are "Y" Or "N"
907063	Daytime Phone Number Invalid
907064	Family ZIP-4 Invalid
907065	Family Members 1 through 5 Should Be Completed First
907066	Ind Must Be "N" If Family Members 1 Through 5 Not Complete
907067 thru 907069	Reserved
907070	Field Is Generated For This Local From TBL 10 - Enter Blanks or Zeros
907071	Allowance Total And Allowance Rate Must Be Equal
907072	Pre-Tax Premium Invalid - Valid Values are Y And N
907073	Pre-Tax Premium Invalid - Must Be Blank For Agency Code Entered
907074	Traditional Choice Invalid - Valid Values Are Y And N
907075	Traditional Choice Invalid - Must Be Blank For Agency Code Entered

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

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